



FINAL

**Minutes of the San Francisco Bicycle Coalition Board of Directors meeting.
January 31, 2017
San Francisco Bicycle Coalition offices, 1720 Market Street, San Francisco, CA**

Directors in attendance	Adam Keats
	Amandeep Jawa
	Andy Thornley
	Chema Hernandez Gil
	Jenn Fox (interim president)
	Jeremy Pollock
	Jiro Yamamoto
	Lawrence Li (treasurer)
	Leah Shahum
	Lindy Kae Patterson
	Lisa Fisher (on the phone)
	Mary Kay Chin (secretary)
	Nic Jay Aulston
	Rocky Beach
	Shirley Johnson
Directors absent	none
Staff	Brian Wiedenmeier (Executive Director)
	Tracy Chinn (Development Director)
	Gina Schumacher (Development Associate)
Guests in attendance	Michael Kramer (SFBC member)
	Chris Jerdonek (SFBC member)
	Jodie Medeiros (SFBC member)

Start	The meeting was convened with quorum at 6:31pm.
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Agenda Item	Purpose	Presenter
1 Review – Rules of engagement for board meetings	Information	Mary Kay Chin
<p>Mary Kay reported on the updated 2016 Board Rules of Engagement and Norms, which include norms added at the 2017 board retreat.</p> <p>Action Item: Secretary to update document in Dropbox to change “board chair” to “board president”.</p>		
2 Approve consent calendar	Action	Mary Kay Chin
<p>Consent Calendar:</p> <ol style="list-style-type: none"> 1) November 2016 Meeting Minutes 2) January 2017 Meeting Minutes 		

**Approval:**

Motion to approve consent calendar. Andy moved, Leah seconded.
The motion passed with 10 ayes and 3 abstentions.

Emails received by the board:

Nicole Ferrara – Executive Director of WalkSF, in support of Andy for president.

Jen Petke – Almost twenty-year SFBC member. Endorses Andy for president.

Elizabeth Creely – Request for Chema Hernández Gil's contact information.

Lauren Sailor – Concerned about transparency regarding prompt notice of board meetings. Endorses Shirley for president.

Action Items:

1. Board members interested in opting into the Board@ emails to email the Secretary by 2/14
2. Secretary to update November 2016 and January 2017 meeting minutes to approved

Deep joined the meeting at 6:41pm.

3	Executive Director's report	Information	Brian Wiedenmeier
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See Appendix A for dashboard showing progress towards our 2012-17 Strategic Plan. The board was very satisfied with the new visual format for reporting progress.

Recommendation from the board:

Include operational indicators such as number of members.

Details:

- Ribbon cutting ceremony for opening of bicycle & pedestrian walkway/path on Mansell in McLaren Park, Saturday 2/5/17
- Approaching six month mark for Mayor Lee's Executive Directive

Lindy Kae joined the meeting at 6:53pm

- Central SOMA plan underway
- SFMTA administering an online survey for review of Townsend Street
- In the Richmond, SFMTA is implementing a new program called "Neighborways" (roundabouts, bulb outs, etc.)
- SFBC is a sub-grantee with WalkSF & TransForm on a Muni forward project
- Expanded Bay Area Bike Share (Ford Go Bike) expected late spring/early summer
- BlueGoGo (bike share) actively launched in SF last week
- SFBC signed lease with PODER for bike storage for Community Bike Builds
- SFBC signed new contract with SFMTA for bike education
- Announcement to come soon regarding pilot program for automated speed enforcement in SF & San Jose
- Clean up of the Duboce Bikeway Mural, Saturday 2/4/2017



- New staff, Miles Stepto, Program Coordinator for Bike Valet & Community Bike Builds
- New staff, Gina Schumacher, Program Coordinator

Discussion:

Regarding BlueGoGo bike share, the ED explained this is a model that has been successful in China. Mayor Lee, Supervisor Peskin and SFMTA have voiced concerns. SFBC has reservations regarding public reception and perception of bike share in general. Deep voiced concern about perceptions of the SFBC rejecting a new bike share model because it was “not invented here”. Chema reminded the board that at the time of the MTC’s RFP, Motivate submitted the only proposal. The ED explained after the organization’s initial strong response and concerns, the SFBC will not actively oppose more bikes.

4	Year-end appeal fundraising update	Information	Tracy Chinn
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SFBC’s fundraising goal for year-end appeal was \$120,000. The organization raised approximately \$103,000. With two more months left in our fiscal year, the development director will set up “thank you” meetings with donors and will follow up with board members available to participate.

5	Finance	Information	Lawrence Lee
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The Finance Committee will review the staff’s draft 2017-18 budget before submitting to the full board for approval. Any board member interested in reviewing in more detail is welcomed to join the next Finance Committee meeting (date TBD). The final 2017-18 budget will be available for review prior to the February board meeting.

6	Strategic Planning	Information	Shirley Johnson
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A Strategic Planning Committee meeting was held on 1/30 with interim committee members (staff and board). With many stakeholder interviews planned, the full board will be asked to participate. Interviewers will attend a training session in early March and commit several hours for interviews. Board and staff are asked to complete a strategic planning survey by 2/13. See Appendix B for the committee report.

7	Board Development	Discussion/Action	Leah Shahum
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Discussion:

Leah presented a proposal for advisory committee membership and chairs (see Appendix C). The board discussed as follows:

- Adam said while there is a standard of combining Board Development and Governance Committees, in our case it makes sense to have separate committees.
- Leah clarified advisory committees do not have full power of the board.
- There was general discussion that advisory committees could include non-board members; committee chairs should come back to the full board with recommendations for non-board member additions.
- Adam recommended that each committee elect its own chair.

Approval:



Motion to establish eight advisory committees for 2017 with membership as listed on the chart presented by Leah (see Appendix C), including staff on the Strategic Planning Committee (see Appendix B). Deep moved, Chema seconded.
The motion passed unanimously.

Action Items:

1. Interim chairs to develop committee 2017 priorities and to set the first committee meeting before the next board meeting
2. All board members to complete board roster on DropBox

8	Member general comment	Information	Jenn Fox
<p>Michael Kramer – Happy to hear a commitment from the organization towards social justice.</p> <p>Chris Jerdonek – Six-year member. Supports Shirley Johnson for board president. Recommends that the board officer terms end at the first meeting of the year.</p> <p>Jodie Medeiros – Fourteen-year member and an eight-year staffer. Supports Andy Thornley for board president.</p>			

9	Board president election	Action	Jenn Fox
<p>Discussion:</p> <ul style="list-style-type: none">• Nic Jay proposed that both Andy and Shirley serve on the Executive Committee as president/vice president or co-presidents, as a step toward healing divisions on the board. Chema and Jeremy agreed.• Deep voiced preference for one president and Rocky agreed.• Lawrence suggested the next president could consider a vice president at a later date.• Lisa said she would like people to vote as individuals, not as part of a slate.• Adam expressed concerns about a split vote for the president and the factionalizing it might cause.• Chema and Jeremy expressed concerns about the potential conflict of interest for Andy as a SFMTA employee. Andy said he would recuse himself as necessary.• Nic Jay emphasized the importance of coming to a middle ground, to help alleviate conflict.• Rocky reminded the board, regardless of the outcome, our role is to keep the SFBC running smoothly.• Jeremy expressed concerns about the perception if Andy is elected – the SFBC would then have a white male board president and a white male ED.• Jenn clarified the process; candidates would stay in the room and the vote would be secret.• Shirley asked if candidates would be allowed to make statements. Andy suggested candidates have 60 seconds to speak. Both Shirley and Andy made 60-second statements. <p>Decision: Motion to take an open vote, not by secret ballot. Jeremy moved, Adam seconded. The motion failed with 6 ayes, 7 noes, and 2 abstentions.</p> <p>Election Result:</p>			



Andy was elected as board president by secret ballot. SFBC member Michael Kramer counted the ballots.

Andy – 8

Shirley – 6

Lindy Kae – 1

10	Closed session	Discussion/Action	Jenn Fox
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Approval:

Motion to go into closed session. Deep moved, Andy seconded.

The motion passed unanimously.

Discussion:

The board discussed the six-month performance appraisal of the executive director.

11	Adjourn	Action	Jenn Fox
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Motion to adjourn the January 31, 2017 SF Bicycle Coalition Board meeting. Jenn moved, Leah seconded. Meeting was adjourned at 9:03pm.

List of Appendices

Identifier	Title
A	SF Bicycle Coalition January 2017 Strategic Plan Dashboard
B	Strategic Planning Committee Report for January 31, 2017 SFBC Board Meeting
C	Proposed Advisory Committees, Membership, and Chairs

Signature

Mary Kay Chin, Secretary

A handwritten signature in black ink, appearing to read "Mary Kay Chin", written over a light blue grid background.



	Increase the perception of the safety of bicycling in San Francisco to 60%	Binder Poll	
	Decrease significantly the frequency of encroachment into bike lanes and bikeways	#parkingdirty, social media	
	Ed for majority of frequent drivers	# professional drivers trained	
	Support the City to proactively & systematically reduce speeding on the most dangerous biking streets	ASE & V0	
	Reach 10,000 annually through street outreach events and other events such as Sunday Streets	petition signatures, BTWD bags (+ Sunday Streets attendance)	
	1/4 of articles mention safety; 3 focus	Salesforce (quarter by quarter, not cumulative)	
	Reach 100,000 annually through print and electronic communications	E-mail data, Tube times, Media hits	
	Reach thousands annually through adult bicycle education, FFTW, SRTS & other classes	aggregate ed number: adult bike ed + FFTW + YAFB + SRTS bike classes+ YBike middle school PE	
Goal 5: POLITICAL & PUBLIC SUPPORT			
	Increase clout via membership rise	Salesforce member count	
	Ensure 20% of SF Bicycle Coalition members participate in actively advancing our organization's priorities	Salesforce member Engagement Score	
	Increase to 85% the number of San Franciscans who believe that the City should do more to support bicycling.	Binder poll	
	Increase to 75% the number of San Franciscans who believe that they City should do more to support bicycling.	Binder poll	
	Increase funding for bicycling	Programmed % of MTA capital budget	
	Neighborhood support	# letters of support/testimony/sign ons from neighborhood groups	
	Business support	# letters of support/testimony/sign ons from businesses	





Appendix B: Strategic Planning Committee Report for January 31, 2017 SFBC Board Meeting

Strategic Planning Committee Report for January 31, 2017 SFBC Board Meeting

Interim Committee Members

Amandeep Jawa, Andy Thornley, Brian Wiedenmeier, Rocky Beach, Mary Kay Chin, Shirley Johnson (interim chair)

Summary

- We invited the full board and some staff (as recommend by Brian) to join the Strategic Planning Committee. Our first meeting in 2017 was January 30.
- At the January 30 meeting, Matt Biggar (consultant):
 - reviewed the strategic planning process
 - presented and took input on a survey to be distributed to board and staff

Requests to the Board

1. Participate in the strategic planning survey to be provided soon. Due date Monday, February 13. Time commitment = 30 minutes.
2. Help with stakeholder interviews and/or community listening sessions. Interested board members will be required to attend a two-hour training session in March. Time commitment = 3 to 6 hours
3. Approve committee membership consisting of seven staff and nine board members.

Proposed Committee Members

#	Name	Position
1	Amandeep Jawa	board
2	Ana Vasudeo	staff
3	Andy Thornley	board
4	Anna Gore	staff
5	Brian Wiedenmeier	staff
6	Chema Hernández Gil	board
7	Frank Chan	staff
8	Janice Li	staff
9	Jenn Fox	board
10	Jiro Yamamoto	board
11	Libby Nachman	staff
12	Lindy Kae Patterson	board
13	Mary Kay Chin	board
14	Rocky Beach	board
15	Tracy Chinn	staff
16	Shirley Johnson	board



Strategic Planning Process Overview (from Matt Biggar)

Phase	What	When
I. Needs Assessment	Review of existing data Input from board and staff	January-February
II. Shaping Direction for Strategic Plan	Determine plan scope and duration Development of core values Design and prepare Phase III	February-March
III. Broad Stakeholder Input	Input from membership and external stakeholders Data analysis	March-May
IV. Development of Strategic Plan	Development of goals, objectives and strategies	May-June
V. Plan Writing	Drafting, revising, finalizing and presenting plan	July-August



Appendix C: Proposed Advisory Committees, Membership, and Chairs

RECOMMENDED COMMITTEES FOR 2017 (This page is frozen)

BOLD = recom

* addition after initially shared, based on request

Fundraising	Membership	Personnel	Finance	Audit	Board Development	Strategic Planning	Governance	#
Leah		Leah		Leah*				3
Jeremy	Jeremy			Jeremy	Jeremy			4
				Deep	Deep	Deep	Deep	4
Lawrence		Lawrence	Lawrence					3
			Rocky		Rocky	Rocky		3
		Jenn		Jenn		Jenn		3
		Adam	Adam				Adam	3
	Mary Kay				MaryKay	MaryKay		3
Lisa	Lisa		Lisa					3
Lindy	Lindy					Lindy		3
			Shirley*			Shirley	Shirley	3
Nic	Nic		Nic					3
	Chema					Chema	Chema*	
					Andy	Andy	Andy	3
	Jiro					Jiro	Jiro	3
6	7	4	6	4	6	9	4	

* Changes since shared originally: Shirley requested a switch from her #4 request (audit) to her #3 request (finance). So Leah switched w/ her, tr
And Chema requested trading from Board Devt. to Governance. That change was made too.