

# Board of Directors Regular Meeting

## San Francisco Bicycle Coalition

6:30pm - 8:30pm Tuesday September 28, 2021

Contact the Board - [board@sfbike.org](mailto:board@sfbike.org)

### Mission

The San Francisco Bicycle Coalition works to transform San Francisco's streets and neighborhoods into safe, just, and livable places by promoting the bicycle for everyday transportation.

### Community Agreements

- Relationship Grace
- 10 People-10 Truths
- Inquisitiveness
- Move Forward-Move Back
- Intention-Impact
- Confidentiality-Anonymity
- Accountability
- Meet Each Other Where We Are, Without Judgment
- Question Ideas, Not People
- Critique To Improve

### Directors

Name	Pronouns	Present
Constance Cavallas (Secretary)	she/her	Y
Danny Sauter	he/him	Y
Dave Alexander	he/him	Y
Jean Kao (President)	she/her	Y
Joanna Gubman	she/her	Y

Juli Uota	she/her	Y
Kat Chen	she/her	Y
Lucas Lux	he/him	Y
Manoj Madhavan	he/him	N
Marie Jonas (Treasurer)	she/her	Y
Meaghan Mitchell	she/her	Y
Roan Kattouw	he/him	Y
Stephen Braitsch	he/him	Y
Tyler Morris	he/him	Y

## Staff

Name	Pronouns	Present
Cory Pohley (Interim Executive Director)	she/her	Y
Janelle Wong (Operations Director)	she/her	Y

## Agenda

### Open - Board President

6:30pm

Jean Kao called to order the San Francisco Bicycle Coalition's Regular Board Meeting with a quorum present at 6:30pm.

### Intros - All

6:30pm - 6:35pm (5m)

### Public Comment - Guests

6:35pm - 6:40pm (5m)

No public was in attendance.

## Monthly Actions & Updates - Executive Committee

6:40pm - 7:40pm (60m)

1. August 24 meeting minutes (5m)
  - *Purpose: Open → Narrow → Close*
  - Approve the August 24 meeting minutes for accuracy and legal responsibilities.

The August 24 minutes were approved by the unanimously.

2. Board @ email summary (5m)
  - *Purpose: Information*
  - Summary of emails sent to [board@sfbike.org](mailto:board@sfbike.org)

The board did not receive any emails.

3. Finance report (10m)
  - *Purpose: Information*
  - Update on our financial performance and forecasting.

Janelle Wong provided a finance report which included an overview of August financials, fiscal year actuals, and cash projections. Some highlights included:

- Revenue, expense, and net income for the month of August were all close to what was budgeted
- Year-to-Date, revenue and net income are performing ahead of budget
- No update on forgiveness of our 2<sup>nd</sup> PPP loan, but cash projections are still healthy
- Membership numbers continue to lag, however individual contributions have been strong. There will be a membership drive in October with prizes
- Business Partner Support is better than budget for both the month and the fiscal year
- Expenses have increased for legal fees and professional services that were unbudgeted
- There have been savings in many other expense categories, including salaries because of departures

Janelle also presented an update on Winterfest, noting that an event space has been secured. The Board discussed how to contribute support for the upcoming event.

4. Executive Report (20m)
  - *Purpose: Information*
  - Update on the work of the organization.

Cory Pohley provided an executive report to the board, which included the following highlights:

- Personnel
  - Claire Amable was awarded a Young Visionary Activist Award from the Filipina Women's Network- very prestigious!
  - Morale is up with two new hires: Ivonne and Chester. And, strong candidates have applied to the open development associate and finance/facilities manager positions
- Programs & Contracts
  - The Safe Routes to School contract that was set to expire in August has been extended through November 2022
  - The SFMTA is amending our bicycle education contract to nearly double the number of classes through 2022
  - Valet parking at Flower Piano was a great success
  - Our contract for valet bike parking with Chase Center has been discontinued due to low usage

Cory encouraged the Board to review other highlights, including those related to advocacy, in the Executive Director report included in the board packet.

5. Employee Wellness Proposal (20m)
  - *Purpose: Narrow → Close*
  - Approve the Employee Wellness Proposal as part of the Employee Handbook.

Cory Pohley provided an update on the Employee Wellness Proposal, and acknowledged the great work staff directors over the last several months.

Some of the Wellness Proposals include:

- A 401k match program
- Establishment of a talent and culture position to focus on employee engagement, professional development, retention, and equity and policy (Kelsey Roeder will be filling this part-time position)
- Pilot of a once a month Friday off program

Future work will examine a digital community of code conduct, a compensation review, and development of a compensation philosophy

Janelle Wong presented additional detail about the 401K match program:

- Currently only six staff members are participating in the 401K benefit
- To encourage more participation, the SFBC would like to begin offering a 3% match of an individual's salary
- The goal is to double participation

Janelle provided more specific budget information and answered board questions.

Marie Jonas made a motion for the SFBC to match 100% of an employee's contribution up to 3% of their annual salary. The motion was seconded by Juli Uota and approved unanimously.

### **Endorsements Process Improvements - Audit & Endorsements Committee**

7:40pm - 8:00pm (20m)

- *Purpose: Narrow → Close*
- Present improvements to onboarding process for future board members and additional suggestions we have for next year's political endorsements process.

Juli Uota, Danny Sauter, Roan Kattouw, and Stephen Braitsch, presented a newly developed tool from the Audit & Endorsements Committee: the Political Endorsement Guide

- The tool was created with new board members in mind, but is useful for current board members as well
- The guide discusses why the SFBC makes endorsements, provides an archival capture of past endorsement processes, and includes interviews from a variety of stakeholders involved with the intention of providing an improved, documented process to follow for future elections
- The Political Endorsement Guide outlines the process and related expectations for board participation in future elections

### **Closed Session - All**

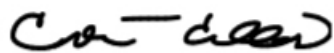
8:00pm - 8:30pm (30m)

The board voted unanimously to move into a closed session at 8:17pm.

### **Close - Board President**

8:50pm

The next regular meeting of the San Francisco Bicycle Coalition Board of Directors is scheduled to take place Tuesday, October 26, 6:30-8:30pm via Zoom.



Signature

Constance Cavallas, Secretary

Name + Title

October 26, 2021

Date