

Board of Directors Regular Meeting

San Francisco Bicycle Coalition

6:30pm - 8:30pm Tuesday October 26, 2021

Contact the Board - 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	N
Tyler Morris	he/him	Y

Staff

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

Guests

Name	Pronouns	Present
Vini Bhansali	she/her/they/them	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)

There was no public comment.

Monthly Actions & Updates - *Executive Committee*

6:40pm - 7:30pm (50m)

1. September 28 meeting minutes (5m)
 - *Purpose: Open → Narrow → Close*
 - Approve the September 28 meeting minutes for accuracy and legal responsibilities.

The September 28 minutes were approved by the board unanimously.

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

The board did not receive any emails that were not spam.

3. Finance report (15m)
 - *Purpose: Information*
 - Update on our financial performance and forecasting.

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

- The September net income shows as a deficit because forgiveness for the second PPP loan approval was budgeted for this month. The loan forgiveness was recorded in June- this is deficit is a timing issue
- YTD actuals indicate a net income ahead of what was budgeted, with both income and expenses over what was budgeted
- Cash projections are healthy, though slightly behind what was expected. We are still waiting for forgiveness of our first PPP loan

4. Executive Report (15m)
 - *Purpose: Information*
 - Update on the work of the organization.

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

Culture and wellness:

- First “Fantastic Friday” of 6-month pilot went well
 - Staff is taking off the 2nd Friday of every month off for wellness
 - Directors held a listening session and will conduct a survey in 6 months to gauge success of the program; will consider expanding the program to include two Fridays off monthly
- Staff expressed excitement about sabbatical policy
- Staff expressed gratitude for the 401K program
 - Broker will be presenting to staff this week
- Compensation Review in progress, will influence budget development

Staffing:

- Finance and Facility Manager, Stephanie Henerlau started Monday
- Development Manager, Mia Lauter, starts next Monday
- Open Positions: Bike it Forward Program Manager and Community Organizer

Advocacy:

- We are joining a new coalition focused on ending pretext stops with the ACLU, Lawyers Committee on Civil Rights, Glide, and Walk SF

Marketing & Communications and Membership & Development:

- The Fall membership drive launched. Renewals and new memberships are rolling in and we are on target with last year

Programs:

- A sublease and MOU are nearly complete for space in the Mission District

Joanna Gubman requested a high-level report out from Cory about organizational learnings and recommendations at a future board meeting.

5. Membership & Fundraising (10m)
 - *Purpose: Info*
 - Update on Winterfest and Year-End Appeal.

Cory Pohley and Janelle Wong provided an update on Winterfest:

- Winterfest will be Sunday, December 12 at the County Fair Building
- Board was asked to support the event:
 - Secure sponsorships
 - Recruit bikes to auction
 - Volunteer at the event
- We've hired an excellent event planning consultant at an extremely generous discount
- The auction portion of the event will be online as well

Cory presented on the Year End Appeal:

- Year End Appeal theme is being developed by communications team; celebrating 50 years as an organization
- Expectations for Board support were discussed

Audit - Audit & Endorsements Committee

7:30pm - 7:45pm (15m)

- *Purpose: Narrow → Close*
- Review and approve 2020 audit report.

Roan Kattouw presented the 2020 Audit Report, highlighting the following:

- The best practice recommendations provided by the auditors were not urgent; no corrective actions were required
- The three recommendations provided focused on:
 - Credit risk exposure
 - Insurance coverage
 - Bank reconciliation

Roan provided detail on each of the recommendations and the SFBC's response and planned future actions

Jean Kao made a motion to accept the 2020 Audit Report presented. The motion was seconded by Juli Uota and approved unanimously.

Board Elections - Board Development Committee

7:45pm - 8:00pm (15m)

- *Purpose: Narrow → Close*
- Review 2022 board elections process and approve record date.

Joanna Gubman presented on the board elections process for 2022, highlighting the following:

- The election handbook has been updated to include current dates, the newly adopted endorsement philosophy, and the Transition Task Force

The board discussed and made edits to language about the interview portion of the candidate screening process.

January 14, 2022 was recommended as the record date to become a member for anyone interested in running for the board.

Jean Kao made a motion to approve January 14, 2022 as the record date for the 2022 board election. The motion was seconded by Joanna Gubman and approved unanimously.

Closed Session - All

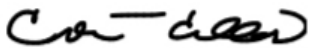
8:00pm - 8:30pm (30m)

The board voted unanimously to move into a closed session at 7:50pm. No reportable actions were taken during the closed session.

Close - Board President

8:30pm

The next regular meeting of the San Francisco Bicycle Coalition Board of Directors is scheduled to take place Tuesday, November 16, 6:30-8:30pm via Zoom.



Signature

Constance Cavallas, Secretary

Name + Title

November 16, 2021

Date