

# Board of Directors Regular Meeting

## San Francisco Bicycle Coalition

6:30pm - 8:00pm Tuesday January 25, 2022

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

## Guests

Name	Pronouns	Present
Jean Walsh	<i>not stated</i>	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 6:35pm.

## **Intros - All**

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

## **Public Comment - Guests**

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

Jean Walsh arrived at the meeting at 7:09pm. Jean thanked the Coalition for its work and shared that they were in attendance to check out an SF Bike Coalition board meeting because they had not attended one before.

## **Monthly Actions & Updates - Executive Committee**

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

1. November 16 & December 14 meeting minutes (5m)
  - o *Purpose: Open → Narrow → Close*
  - o Approve the November 16 meeting minutes and December 14 meeting minutes for accuracy and legal responsibilities.

The November 16 minutes were approved by the board unanimously.

The December 14 minutes were approved by the board with one abstention from Joanna Gubman.

2. Board @ email summary (5m)
  - o *Purpose: Information*
  - o Summary of emails sent to [board@sfbike.org](mailto:board@sfbike.org)
    - member not renewing
    - bike bus
    - vacancies on Patelco Credit Union board of directors
    - thanks for Haney endorsement
    - voter guide on recalls?
    - submissions for ED search
    - 2 spam

Jean Kao summarized the emails received by the board, noting that all emails regarding the endorsements and the special election have been responded to.

3. Finance report (25m)
  - o *Purpose: Information*
  - o Update on our financial performance and forecasting.

Janelle Wong presented a finance update, highlighting the following:

#### Fiscal Year 2022-2023:

- Staff is starting the process for developing the Fiscal Year 2022-2023
- The first draft is broad and includes staff needs/wants/ideas for revenue
- A second draft is reviewed by the finance committee
- The board will review and approve a finalized budget at its March meeting, the fiscal year begins on April 1

#### December Finances:

- Our first PPP loan was forgiven, evening out the December financials
- There will be adjustments to the budget for Q1 of the calendar year due to the timing of planned events (ex. Golden Wheel)

#### 4. Executive Report (15m)

- *Purpose: Information*
- Update on the work of the organization.

Cory Pohley presented the executive report, highlighting the following:

#### Fundraising:

- Winterfest had a good turnout considering COVID and the rain day-of the event. The event generated a modest profit, but also good spirits and comradery
- Year End Appeal was a great success. We surpassed our goal, and last year's revenue
- We are ready to post the Director of Development position this week and will continue to receive about 10 hours a week of contracted support for a while longer
- We've begun to set fundraising goals for BTWD and Juli and Marie have begun to generate a list of possible corporate sponsors

The board discussed potential branding changes and event support for this year's BTWD.

#### Internal culture:

- The winter break was greatly appreciated by staff
- White Identifying Allyship Group has been meeting regularly to develop a Racial Affinity Handbook to be used for future staff onboarding
- The 401k match program has been implemented and participation has increased
- Fantastic Fridays pilot is going well, it will continue through the end of the fiscal year
- Directors have a planned retreat in early February to plan and prioritize 2022
- We hired a new Bike it Forward Program Manager- Alex Frank
- The People and Culture Operations role will be increased to a full time position. We will not be hiring a Director of Membership, rather the Membership team will fall under the future Director of Development
- Janice's departure, though planned, was significant. Corey and Janelle have been supervising and supporting the Advocacy team

#### Other:

- Bike valet has returned and has been exceeding years' prior in numbers from July - October

### **End of the Year Reflection - All**

7:30pm - 8:00pm (30m)

- [2021-2022 Brag Wall](#)
- Gratitude
- Additional Reflection

The board reviewed the Brag Wall created by Jean Kao, based on committee year-end summaries.

The board acknowledged several successful strides made in the last year that will set future boards up for success- including positive relationships with each other and staff, and development of process-related tools to support consistency, accountability, and communication. Several board members shared their thoughts on what went well and what areas could use some additional focus for improvement.

Jean announced that board elections started this week. There will be 7 seats open for the term starting February 2022.

### **Close - Board President**

7:35pm

### **Special note - Board endorsement**

Over email

An email with a motion stating, "The San Francisco Bicycle Coalition Board endorses Matt Haney as our sole endorsement for the 2022 AD-17 Special Election" was sent on 1/13 by Juli Uota as Head of the Endorsement Committee. It was seconded by Roan, also a committee member. All seated members (14) voted yes by email response by 1/16. The committee had previously secured consent to vote via email from all Board members on January 11th.

The next regular meeting of the San Francisco Bicycle Coalition Board of Directors is scheduled to take place Tuesday, February 22, 6:30-8:30pm via Zoom.



Sarah Barnes, Secretary

February 23<sup>rd</sup>, 2022

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*Signature*

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*Name + Title*

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*Date*