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# Board of Directors Meeting

## San Francisco Bicycle Coalition

6:30pm - 8:30pm Tuesday April 26, 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

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## Directors

Name	Pronouns	Present
Allison Arieff	she/her	y
Danny Sauter	he/him	y
Dave Alexander	he/him	y
Jason Ford	he/him	y
Jean Kao	she/her	y
Joanna Gubman	she/her	y
Juli Uota	she/her	y
Kat Chen	she/her	y
Keren Wiener	she/her	y
Lucas Lux (Treasurer)	he/him	y
Lisa Ratner	she/her	y
Marie Jonas (President)	she/her	y
Meaghan Mitchell	she/her	
Roan Kattouw	he/him	y
Sarah Barnes (Secretary)	she/her	y

## Staff

Name	Pronouns	Present
Janelle Wong (Executive Director)	she/her	y
Chris Bannister (Membership Manager)	he/him	y
Christopher White (Deputy Director of Programs)	he/him	y

## Guests

Name	Pronouns	Present
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## Agenda

### **Open** - *Board President*

6:30pm

### **Intros** - *All*

6:30pm - 6:40pm (10m)

### **Public Comment** - *Guests*

6:40pm - 6:45pm (5m)

No public comments.

### **Community Agreements** - *All*

6:45 pm - 6:55pm (10m)

- *Purpose: Activity*
- Small group activity, review and discuss community agreements.

We will kick this off in our next meeting in May. Intention is to dive into how the Board communicates, practice deep listening, and how we show up in the community. This is intended to help us be more present in our racial justice and anti-racism work.

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

6:55pm - 7:35 pm (40m)

1. March meeting minutes (5m)
  - *Purpose: Open → Narrow → Close*
  - Approve the March meeting minutes.

**Vote:** Unanimous approval of March meeting meetings.

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

**Update:** No emails received

3. Secretary Update
  - *Purpose: Narrow → Close*
  - Highlight new informal communication guidelines based on prior discussions.

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**Update:** Sarah presents guidelines on board communication guidelines for Staff, as well as overview of [board@sfbike.org](mailto:board@sfbike.org) email.

4. Finance report

- *Purpose: Information*
- Update on our financial performance and forecasting.

**Update:** Finances are looking healthy for this month, slightly under-budget and optimistic about financials given BTWD coming up soon.

5. Membership & fundraising report

- *Purpose: Information*
- Highlight Business Membership Benefits Revamp Research [Plan](#).

**Update:** Lisa presents a business membership research plan to enhance memberships and derive deeper value for businesses.

6. Theory of Change

- *Purpose: Information and discussion*
- Update on Theory of Change process, next steps.

**Update:** Jason and Juli present an update on Theory of Change work. We have interviewed over eight potential firms who may assist with our Theory of Change work. Forming a Board-Staff partnership committee to deliver this work. Board members who want to be more involved should reach out to the Executive Committee about participation.

Group discussion about how we organize moving forward. Timeline is multiple months for completion, and expected effort is fairly substantial. Jean, Jason, and Juli to document the process so far and how we intend to move forward.

7. ED Report (20m)

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

**Update:** Janelle presents her first update as ED. Janelle has a detailed report that people can read, she presents high-level insights.

- Personnel

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- Chris White has been promoted to Deputy Director of Programs, and will manage the programs and advocacy teams. Director of Advocacy and Directory of Programs will now report into Chris.
  - Deputy Director of Programs, Director of Finance/Operations, and Director of Development will report into Janelle as ED.
  - Hiring
    - Currently hiring for the following roles:
      - Director of Advocacy
      - Director of Development
      - Director of Programs (internal)
  - Celebrating new ED role
    - We published Janelle’s hiring publicly and announced Chris’ promotions. Currently staff morale is really high.
  - Memberships
    - Bike to Wherever Day
      - Continue to fundraise and volunteers are still needed.
      - Janelle encourages all board members to sign-up for volunteer shifts.
    - Bike and Roll to School Week
      - We helped support Bike Bus and attended multiple events at local schools across the City
      - We had 83 schools participate in Safe Routes to School program
    - Sunday Streets is back!
      - First one took place in the Tenderloin this past week
      - Janelle encourages all board members to sign-up for volunteer shifts.
  - Advocacy
    - Car-Free JFK Board of Supervisors vote taking place today. Staff are still on hand and we are on-standby for vote counts.
  - Endorsements
    - Prop-A kick off meeting and we will be doing “Get Out the Vote” between now and June 7th.
  - Programs
    - Bike It Forward
      - We have received \$8,000 funding for this program, and we are hoping to conduct match fundraising in June.
    - Bike Valet
      - Bike Valet is as busy as they’ve been since the pandemic. We ran out of room at the SF Giants game, and opening weekend saw over 600 bikes..

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- SFMoMA's Soapbox Derby event also saw over 200 bikes for valet.
  - Education
    - Bike Education classes continue, and we will have both webinar and in-person sessions for classroom-based courses.

### **Committee Goals (cont.) - All**

7:35pm -7:45pm (10 m)

- *Purpose:*
  - Narrow - any feedback on proposed goals?
  - Close - will the full board support committees in their goals?
- Committees present their top 1-2 goals for the year in alignment with board goals
  - Audit & Endorsements
  - Board Development

**Audit and Endorsement:** Successfully complete annual audit, facilitate endorsements for June 2022 and November 2022 elections.

**Board Development:** Continue success of revising bylaws for 501(c)3/ 501(c)4, oversee a more human-centered and equitable approach to board elections and recruitment, build a more cohesive board through social gatherings.

### **Bike to Wherever Day- Chris Bannister, Staff**

7:45pm - 8:20 pm (35 m)

- *Purpose: Information*
- Summary of Bike to Wherever Day status and opportunities for board contribution.

**Update:** Chris Bannister presents Bike to Wherever Day update.

- Chris provides updates on pre-BTWD activities including toolkits for sponsor and volunteer opportunities
- Reviews total volunteer contributions, with 480 volunteer hours estimated with 110+ energizer station volunteers
- Reviews sponsorship and membership goals proposed for 2022, and provides 2021 actual results for sponsorship and membership sign-ups
- Review of membership trends and retention
- Chris presents opportunities for Board Members to contribute to BTWD
  - Volunteer on the day of
  - Ask members, non-members and peers to also volunteer
  - Focus on attracting new members and renewing existing memberships
  - Help with neighborhood rides

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**Vote:** Jean moves that we go into a closed session, Lucas seconds. Board approves transition to closed session.

**Closed Session - All**

8:20pm - 8:30pm (10 m)

- o June Endorsements

**Update:** Roan presents draft blog post for the June election endorsement.

**Vote:** Unanimous approval of all proposed endorsements

**Close - Board President**

8:30pm

The next regular meeting of the San Francisco Bicycle Coalition Board of Directors is scheduled to take place Tuesday, May 24th, 6:30-8:30pm via Zoom.



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**Signature**

Sarah Barnes, Secretary

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**Name, Title**

May 24th, 2022

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**Date**