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# Board of Directors Meeting

## San Francisco Bicycle Coalition

6:30pm - 8:30pm Tuesday May 24, 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	n
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	y
Roan Kattouw	he/him	y
Sarah Barnes (Secretary)	she/her	y

## Staff

Name	Pronouns	Present
Janelle Wong (Executive Director)	she/her	y
Christopher White (Deputy Director)	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)

### Community Agreements - All

6:45 pm - 7:00 pm (15m)

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

Discussion of what our community agreements are, and why we have them.

### Monthly Actions & Updates - Executive Committee

7:00 pm - 7:50 pm (40m)

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

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

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

**One email:** From former Board member Constance celebrating Janelle's hire.

3. Finance report (5m)
  - *Purpose: Information*
  - Update on our financial performance and forecasting.

**Updates:** Janelle presents April budget. We are behind budget this month. We had less activities this month, and some funding is off due to timing (e.g. when known funds will

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arrive). Events are coming back, and we hope this will help also bring additional budget in. Optimistic about how the budget will round out in May.

4. ED Report (25 m)

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

**Updates:** Chris White presents on advocacy and marketing / communications. Janelle presents on ED priorities, development, and operations.

- **Executive Director Update**

- Janelle has continued with onboarding.
- Hiring
  - We still don't have a Director of Development, and so we are considering new approaches to get this role staffed.
  - Eliana was promoted to Director of Programming.
  - Rachel will become FTE as west-side community organizer.
  - Adrian joined the team FTE.
- Membership and Development
  - Hiring is slow, but we think things have gone relatively well
  - BTWD externally was very successful, and we are still waiting for final numbers to tally.
  - Internally the team felt good about how the program went, both Ivonne and Chris did phenomenal work and were recognized for the quality of their work
  - Fundraising House Party: Scheduled for June. Janelle and the development team will attend.
  - Golden Wheel: Date set and location confirmed, including outdoor space
    - Sponsorship emails will begin June 1st.
    - Board should begin reaching out to companies and contacts to do outreach.

- **Programming Update**

- Programs
  - Doubled number of classes for bike education classes for this year
  - Plan for Eliana to present during the June board meeting
  - Education classes through BayWheels and Spin are taking place
  - Continued talks with groups to create driver training for automotive tech companies
  - Biking with Children is coming back soon
  - Family biking workshop grants have been extended

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- Bike valet parking program is booming, and we are seeing a ton of pick-up on this
  - Bike It Forward is going well. Alex is going great work, developing some great partnerships
  - Marketing / Communications
    - Nairi was promoted to a manager level in April
    - Lots of BTWD content coming through
  - Advocacy
    - Chris is continuing onboarding.
    - Justin has started on as Director of Advocacy
    - Claire has transitioned to a new role as Movement Building Manager, helping to create coalition across the City
    - Campaigns:
      - Bayshore Quick Build is coming down the line.
      - Valencia Street bike lane is coming up, we want to get ahead of outreach with underserved communities
    - Justin and Claire are considering how to approach recent traffic fatalities
  - **Operations Update**
    - Staff will return to office as of June 1st, using a hybrid office model
      - Teams will choose working models that are best for them
    - The organization will be ending the technology stipend, and replacing it with commuter benefits

### **Theory of Change - TOC Ad-Hoc Committee**

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

- *Purpose: Information*
- Update on Theory of Change Work, discussion of [overview](#).

**Updates:** Jean notes we have a candidate organization and plan to introduce them to staff soon. Large update moved to the next meeting due to time constraints.

### **Board Updates - Social**

8:00 pm - 8:05 pm (5 m)

**Updates:** Sarah provides an update to the board to offer a parental gift to Kelsey. Joanna shares a reminder about the Board / Staff picnic in June.

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

### **Closed Session - All**

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

- Confidential presentation

**Close** - *Board President*

8:30pm

The next regular meeting of the San Francisco Bicycle Coalition Board of Directors is scheduled to take place Tuesday, June 28th, 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**