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# Board of Directors Meeting

## San Francisco Bicycle Coalition

6:30pm - 8:30pm Tuesday November 15, 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
Christy Osorio	she/her	y
Danny Sauter	he/him	n
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
Karen 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	n
Roan Kattouw	he/him	y
Sarah Barnes (Secretary)	she/her	y

## Staff

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

## Agenda

**Open** - Board President

6:30pm

**Intros** - All

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

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

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

No public comment.

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

6:45 pm - 7:30 pm (45m)

1. Prior meeting minutes
  - *Purpose: Open → Narrow → Close*
  - Approve the prior meeting minutes.

**Update:** Unanimous approval of Board meeting minutes from October 2022.

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

**Update:** Sarah reviews board emails from the previous month including questions about where the election candidate questionnaires are based online, where to find SF Bike meeting minute postings, and a few event invites from our community.

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

**Update:** Financials are very similar to previous month, and we are working towards fundraising goals. We are training a new finance support (PT) to help with monthly financial reporting, as well as general operations around the office.

4. Theory of Change
  - *Purpose: Information*
  - Update on Theory of Change work.

**Update:** Juli shares updates noting we are very close to signing a contract with Sayra. We are sending Sayra a cheque in December, and expect work to begin in January. There is a member meeting set for January that will kick-off the Theory of Change process. Juli will reach out to folks about attending this meeting, and the Board will likely be more involved in March, April, and May.

Total cost will be defined in early 2023. We expect the full scope of the project to land around \$75-\$110k.

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## 5. ED Report (25 m)

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

### **Update:**

- **Morale**
  - Staff are doing OK, but they are aware that our finances are not where we want them to be. We are working towards three month operating expenses.
- **Membership and Fundraising**
  - We have an internal task force where staff (Director level) will be making a specific ask to help us build up our reserves. This is a separate goal from the Year End appeal that the Board is involved in. The aim is to reach three month operating expenses.
  - Staff are also analyzing where we can save money (less spending, hiring freezes).
  - We are expecting money from the IRS (payroll returns) in January, which will help our overall financial situation.
  - Winterfest
    - Financially the event was OK (we will likely break even), but the overall impact showed how important gathering together is for the community and our membership.
    - We are observing that large, formal, in-person events are not as enticing to members. We are re-evaluating these events in our budget for the next year (Winterfest, BTWD, Golden Wheel).
  - Year End Appeal
    - First emails will go out on November 17th.
    - Staff are text banking on Giving Tuesday.
    - The Internal Staff Task Force will pull major donors to do more targeted in-person asks.
    - The appeal will run Nov. 15th - Jan. 15th (letter and tax credit all included).
  - Membership numbers
    - Currently our membership is sitting below our goal of 10,000-12,000.
    - Reasons vary from the pandemic, senior / leadership transitions, and there haven't been community events and outreach.
    - Chris and Janelle are talking about how we get members to engage, and a lot of it is about community. Community rides are important, they are a big lift and they are not necessarily financially

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costly to run. These events need to be about community first. Some ideas from previous rides include:

- **Survey rides:** One per district where riders survey what is and isn't working, and our staff summarize results.
- **Fun, community rides:** The dumpling ride, cheese ride, and bun ride could all make a return.
- **Climate rides:** Opportunities to discuss the link between transportation and climate change, in partnership with other orgs.
- **Family rides:** Promote member-driven initiatives such as the Bike Bus.
- **Tradition Campaigns:** Light Up the Night promotes riding in the winter.
- Karen notes that we can teach members how to host their own events. Sarah volunteers to create a write-up on how to do this.
- Activism
  - The main update is that we have a lot of election wins! Yahoo!
- SFCTA Meeting
  - On Election Day (Nov. 8th) both contracts for Learn to Ride courses and BTWD were up for review. They are funded through Prop K, and get reviewed on an annual basis.
  - There were a total of five projects being discussed at this meeting, and Commissioner Chan made a move to delay the review of only SFBC's contracts so as to not delay the other contracts. Chan's reasoning was based on the SF Standard article about the SF Ethics Commission review of SF Bike.
  - However as we have noted the SF Ethics Commission has only issued a letter, and there is no formal investigation ongoing. Many other commissioners noted that Chan seemed to be singling out SF Bike because of our c(3) and c(4) status.
  - Chan, Peskin, and Waldon stated there is a concern for an organization that is involved in political endorsements receiving public funding. However, they do not call attention to the numerous other organizations in the City that fall into this category—from museums, housing non-profits, and more.
  - The vote on our contracts has been pushed until December 6th, 2022. Janelle Wong will be there to give public comments.
  - We are also going to issue a statement to be put on public record, and it will be ready for the commissioners to read. Janelle will be in the room to give comments and answer questions on the day of.

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- Janelle is working on how we build a coalition of nonprofits around the City, and trying to figure out who we can bring to the table.
  - Juli notes that she is happy to write a blog about this so that membership can be made aware.
  - Lucas notes that the Golden Gate Greenway project could also be an ally here.

### **Year End Appeal Pages - *Membership and fundraising***

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

- *Purpose: Information and workshop*
- Overview of year end fundraising strategy (ED)
- Review, workshop personal pages

**Update:** Christy and Lisa lead updates from the Membership and Fundraising committee. Marie, Sarah and Christy share learnings from their pages.

### **Audit Approval - *Audit + Endorsements***

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

- *Purpose: Action*
- Review, Approve draft audit

**Update:** Jean leads 2021 financial audit review for the Board. She goes over the annual audit process, and covers recommendations for next year based on audit findings.

Jean moves to pass the audit, Juli seconds the motion. Unanimous approval of financial audit

### **Board Elections Update - *Board development***

8:15 pm - 8:25 pm (10 m)

- *Purpose: Information and discussion*
- Review, approve timeline for Board Elections
- Discuss Board recruiting

**Update:** Jean moves to approve January 13th date of candidates being members to run, Marie seconds the motion. Unanimous approval of the timeline.

Reminder that we have four open seats, and board members should put folks in contact with Jean.

Marie moves to go forward with the closed session.

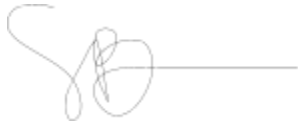
### **Closed Session**

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8:25 pm - 8:30 pm (5 m)

**Close** - *Board President*

8:30pm

A handwritten signature in blue ink, appearing to be 'SB', followed by a horizontal line extending to the right.

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**Signature**

Sarah Barnes, Secretary

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**Name, Title**

January 24th, 2023

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**Date**