
Board of Directors Meeting

San Francisco Bicycle Coalition

6:30pm - 8:30pm Tuesday February 28, 2023

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
Christy Osorio	she/her	y
Ernesto Cuellar	he/him	y
Jason Ford	he/him	y
Jean Kao	she/her	y
Joanna Gubman	she/her	y
Juli Uota	she/her	y
Karen Wiener	she/her	y
Lisa Ratner	she/her	y
Marie Jonas (outgoing President)	she/her	y
Meaghan Mitchell	she/her	y
Raynell Cooper	he/him	y
Roan Kattouw	he/him	y
Sarah Barnes (outgoing Secretary)	she/her	y
Victoria Norman	she/her	y
William Walker	he/him	y

Staff

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

Kelsey Roeder (Director of People)	she/her	y
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Public Guests

Name	Pronouns	Present
Charles Burwell	he/him	y
Sayra Pinto	she/her	y

Agenda

Open - Board President

6:30 pm

Intros - Board

6:30pm - 6:45pm (10m)

Action: Board and guests introduce themselves and share a word about their day.

Public Comment - Guests

6:45pm - 6:50pm (5m)

Action: No public comment.

Monthly Actions & Updates - Executive Committee

6:50 pm - 7:15 pm (25m)

1. January 25 meeting minutes (5m)
 - o *Purpose: Open → Narrow → Close*
 - o Approve the prior meeting minutes for accuracy and legal responsibilities.

Action: January meeting minutes are unanimously approved with new Board members (Vic, Raynell, Ernesto, and William) abstaining from the vote.

2. Board @ email summary
 - o *Purpose: Information*
 - o Summary of emails sent to board@sfbike.org

Action: No new emails from January.

3. Finance (10m)

- *Purpose: Information*
- Update on our financial performance and 2022-23 Budget overview.

Action: Janelle walks through the January 2023 budget overview.

- We continue to be behind budget, but we are still soliciting individual contributors, memberships, and more revenue. Chris has secured additional contributions which should be landing this month.
- Jason asks about our IRS Tax Filing. Janelle notes that the IRS has accepted our return, and we continue to wait for the money to be transferred.

4. Executive Director Report (10m)

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

Action: Janelle walks through the ED Report with the Board.

- Membership and Development
 - The team has put out an offer for a Membership Development Manager, and we look forward to them starting shortly.
 - Mia and Janelle continue to conduct Sponsorship outreach for BTWD, with early traction from businesses.
 - Staff continue to conduct targeted outreach to major donors. Janelle notes that Staff will be reaching out to the Board to support sending thank yous to donors, as well as consider conducting outreach here.
- Operations and Finance
 - See above for the finance update.
- Advocacy
 - Janelle notes that the **Valencia Quick Build** project will be going up for approval on March 7th.
 - Chris shares that we met with leadership at SFMTA to talk about Valencia, and we discussed needing to move forward with a design that will be safer than the existing layout. Janelle shares that the existing design of Valencia is not safe, and SF Bike have asked SFMTA to be more clear about their plan for the Quick Build project.
 - Overall, SF Bike is supportive of improvements as an interim step, but asked SFMTA to communicate what they are evaluating and what their longer term plans are for Valencia.

- We are supportive of the turn restrictions at each block—helping to keep all road users safer.
- Supervisor Ronen will be using NTIP (Neighborhood Transportation Improvement Program) funds to evaluate other plans (such as the two way cycle path fka “the burrito plan”, a block closure / pedestrianization of Valencia, and curbside bike lanes)
- Lisa asks if we are trying to evaluate the impact for reducing Greenhouse Gas emissions. Janelle noted that current evaluations for Valencia do not account for this, and it is a good idea she will bring forward.
- William notes that we need quick build solutions that are more holistic thinking about the larger transportation connections, including bus routes along Valencia.
- The Advocacy team continues to work with **People’s Slow Street Collaborative** to advance a city-wide network.
- Janelle met with Parks and Rec to discuss **Shelley Drive in McLaren Park**. Park and Rec would like to put forward a proposal to keep the portion of Shelley Drive currently closed to automobile traffic, and make that change permanent. Park and Rec are looking to get this approved through the Spring, and finalized by the end of year.
- Programs
 - Our programs team continues to provide our standard programming.
 - Bike It Forward has moved back to our office for the short term as we consider a new location for the workshop space.
 - William and Meaghan both provide recommendations for space that could be available to support Bike It Forward.

Theory of Change - Sayra Pinto

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

- *Purpose: Information and discussion*

Action: Sayra and Juli provide an update on our Theory of Change work.

- We are beginning the outreach phase of the Theory of Change process.
- We will have an initial online survey that should take only 2-5 minutes for people to respond to. Information from the survey will be used to inform 1-1 sessions and facilitate group interviews with Sayra.

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- Chris notes we need contact information for the people on the community outreach charts (including Board contacts). Board members should share out contact information no later than March 16th.
 - Sayra notes that the role of the Board is to support the work and keep the rest of the Board abreast on updates. The Board would also be asked to endorse this work and its finding.

2022-2023 Board Officers and Committees - Board

7:45 pm - 8:05 pm (20 m)

- *Purpose: Narrow - Close*
- Assign members to informal advisory committees, and elect new board officers.
 - Informal advisory committees – tentative assignments
 - Theory of Change Committee
 - **Chair:** Christy
 - **Members:** Christy, Jason, William, Sarah
 - Audit Committee
 - **Chair:** Victoria
 - Finance Committee
 - **Chair:** Roan
 - **Members:** Lisa, William
 - Membership and Fundraising Committee
 - **Chair:** To Be Decided
 - **Members:** Ernesto, Joanna, Juli, Karen, Lisa, Victoria
 - Board Development & Governance Committee
 - **Chair:** To Be Decided
 - **Members:** Jean, Meghan, Raynell
 - Endorsements Committee
 - Roan and Juli to organize a meeting to discuss the historical role of this committee—including documents that can be shared.
 - Consider what would be useful for this year (after March).
 - **Action:** Each Committee should meet in the next month, ahead of our March Board Meeting to talk about Committee priorities and work for the goal. Intention would be to define committee goals for 2023. Committees should also define who will act as Chair for Memb/Fund and Board Development.
 - Personnel / Officers
 - President: Marie Jonas
 - Treasurer: Roan Kattouw

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- Secretary: Sarah Barnes
 - Juli nominates the above group, Meghan seconds, with unanimous approval from the Board.

Closed Session

Closed Session: 2023 SF Bicycle Coalition Education Fund (501c3) Board Designations

8:05 pm - 8:32 pm (28 m)

- *Purpose: Narrow ~ Close*
- Designate the new members of the Ed Fund Board
 - Marie moves to Closed Session for the C4 meeting, Juli seconds that motion. Motion approved by acclamation.
 - Recess.
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 - Returning to the C4 meeting: in her capacity as a member of the Ed Fund's (501c3) Nominating Committee, Joanna recommends that the SFBC (c4) Board designate Juli, Marie, Sarah, Roan, Jane Natoli and Carla McKay as the Ed Fund Board Members. Marie motions to designate these individuals as Ed Fund Board members, Roan seconds. Unanimous approval. Pursuant to the Ed Fund bylaws, the term for all designated Ed Fund Board Members is one year.
 - Joanna confirms that effective as of the designation of the new Ed Fund Board members, Joanna, Jean, Jason, Karen, Lisa, Christy, and Meaghan have resigned from the C3 Board.

Closed Session: Financial Update

8:35 pm - 9:10 pm (35 m)

Action: Janelle and Chris provide a financial update from staff. Board discusses how they can help support the organization.

Marie moves to close the meeting. Juli seconds. Meeting adjourned.

Close - *Board President*

9:10 pm



Signature

Sarah Barnes, Secretary

Name, Title

March 28th, 2023

Date