

Board of Directors Meeting

San Francisco Bicycle Coalition

6:00pm - 8:00pm Tuesday January 28, 2025

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.

Directors

Name	Pronouns	Present
Alex Thornton	he/him	Y
Alyssa Cheung	she/her	Y
Brandon Powell	he/him	Y
Emily Steinglass	she/her	Y
Ernesto Cuellar	he/him	Y
Garrett Brinker	he/him	Y
Ike Khurgel	they/them	
Jayshawn Anderson	he/him	
Joanna Gubman	she/they	Y
Matt Biggar	he/him	Y
Meaghan Mitchell	she/her	
Michael Nguyen (Treasurer)	he/him	Y

Roan Kattouw (President)	he/him	Y
Ryan Patterson	he/him	Y

Staff

Name	Pronouns	Present
Christopher White (Executive Director)	he/him	Y
Deb Clearwaters (Development Director)	she/her	Y
Kenny Kruse		Y
Claire Amable	she/they	Y

Guests

Name	Pronouns	Present
Clarissa Garvey	she/her	Y
Kristy Frilling Skelly		Y
William Mee		Y
Pooja Muddasani	she/her	Y
Jonah Robinson	he/him	Y
Sarah Devermann		Y

Agenda

Open - Board President

6:00 pm

Intros - Board members

6:00pm - 6:10pm (10m)

Public Comment - *Guests*

6:10pm - 6:15pm (5m)

Monthly Actions & Updates

6:15pm - 7:05pm (50m)

1. Youth & Family programming presentation (15m) - Kenny
 - *Purpose: Information*
 - Presentation about the organization's Youth & Family work and the Safe Routes to School program
 - **Update:** Kenny updated the board on Youth & Family work and Safe Routes to School program.
2. Secretary vacancy - Roan (5m)
 - *Purpose: Open → Narrow → Close*
 - Elect a new Secretary
 - **Action:** Alex Thornton elected as Secretary.
3. November 26 meeting [minutes](#) (4m) - Alex
 - *Purpose: Open → Narrow → Close*
 - Approve the prior meeting minutes for accuracy and legal responsibilities.
 - **Action:** The Board approved the minutes.
4. Board @ email summary (1m) - Alex
 - *Purpose: Information*
 - Summary of emails sent to board@sfbike.org
 - **Update:** The board reviewed a summary of emails sent to board@sfbike.org.
5. Executive Director Report (15m) - Chris
 - *Purpose: Information*
 - Update on the Strategic Plan and work of the organization.
 - **Update:** Chris updated the board on the upcoming budget timeline, membership and development, advocacy and programs.
6. Finance report (10m) - Chris
 - *Purpose: Information*
 - Monthly update on financial performance
 - **Update:** Chris updated the board on last month's financial performance.

New budget setting process - *Chris*

7:05pm - 7:15pm (10m)

- *Purpose: Information*
- Chris will present on the new c3/c4 budget setting process
- **Update:** Chris informed the board on the new c3/c4 budget setting process.

Discuss milestones for financial progress

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

- *Purpose: Discussion*
- Discuss the financial state of the organization, particularly the progress we're making towards being able to rebuild our reserve and pay off the line of credit
- **Update:** postponed discussion to a later board meeting

Fundraising update - Deb

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

- *Purpose: Information*
- **Update:** Deb updated the board on membership and development.

Berkeley Board Fellows project phase 1 takeaways - Michael

7:30pm - 7:40pm (10m)

- *Purpose: Discussion*
- Discuss Jonah and Sarah's findings regarding the C3 and C4 boards' roles and responsibilities
- **Update:** Michael, Jonah and Sarah updated the board on their ongoing work to develop guidelines for best practices on board roles and responsibilities.

Closed session

7:40pm - 8:00pm (10m)

1. Updated employee handbook (10m) - Chris
 - *Purpose: Narrow -> Close*
 - Review and vote on approving the updated employee handbook
 - **Action:** Board approves for Chris to complete the necessary changes with support of an HR consultant.
2. Other closed session items

Close - Board President

8:00pm



Signature

Alex Thornton, Secretary

Name, Title

02 / 25 / 2025

Date