

Bicycle Board: February 2016 General Meeting

Date: Thursday, February 4, 2016 **Time:** 6:30pm-8:30pm **Location:** Public Safety Building, Training Room 1

Timekeeper: _____

Clock Time	Duration (min.)	Topic	Discussion Leader	Desired Outcome
6:30 PM	5	Schmooze time	Everyone	All ready to start work
6:35 PM	5	Agenda	Chip	Approve Jan. minutes, finalize Feb. agenda
6:40 PM	5	Health Benefits of Cycling Article	Chelsi Baker	Volunteers to help complete an article on the health benefits of cycling for Corridors Magazine
6:45 PM	5	Police Liaison	Chip	Police ex-officio member informed
6:50 PM	10	Open Action Items	Drew	Close or adjust due date
7:00 PM	5	Ripe Banana Issues	Chip	Issues identified and plan to address them defined
7:05 PM	5	Engineering	Damien	Status of outstanding projects
7:10 PM	5	FY'14 TAP Grant	Derek	Status; bring the shelter implementation up to a speed comparable to SLM
7:15 PM	5	Elections	Chip	Vote on whether to hold elections next month
7:20 PM	10	Reviewing Leadership Roles	Chip	Roles and responsibilities of secretary, vice chair, and chair confirmed or redefined
7:30 PM	20	Committees!	Drew	Plan for updating existing committee membership and their assigned projects. Define new committees if appropriate.
7:50 PM	20	Bicycle Friendly Community Application	Drew	Decide whether to submit application in February or August. New projects identified through completion of the BFC app reviewed and assigned to relevant committees if appropriate.
8:10 PM	5	New Action Items	Chip	List open items, responsible person, dates; review closed
8:15 PM	5	Next Month's Agenda	Chip	Draft March Agenda – Revisit Comp Plan?
8:20 PM	10	Meeting Evaluation	Chip	Solicit feedback; how to improve future meetings
8:30 PM	-	Meeting Adjourned	Chip	

Read-aheads 1) January Minutes 2) Procedural Guidelines 3) BFC Application 4) BFC Takeaways 5) Open Action Items Master List

Minutes/Notes

- 1) Corridors Magazine Cycling Article
 - a. Chelsi Baker (who, in her day job, serves as Morgantown's Public Communications Director) came to our board as a feature contributor for Corridor Magazine, a publication of Times West Virginian. She asked for volunteers for an article for their April / May issue to speak on the health and transportation logistical benefits of cycling.
 - b. Many present offered their time (C. Hunt, C. Wamsley, F. Gmeindl, D. Gatlin), an email will be sent out to those interested for an interview during week of 7-12 Feb
- 2) Police Liaison
 - a. Lt. McCabe updated the board on his agency's timeline for new officers given the new user fee funding, and, therefore, a timeline for hopefully improving and stepping up bike patrol.
 - b. They are trying for at least 3 new officers by May 21st.
- 3) Open Action Items
 - a. BFC → Tabled until later in the meeting
 - b. Parking Ordinance → due date rescheduled for 2 months for joint proposal between planning department, J. Nellis, and J. Rosenbaum
 - c. D. Davis // Engineering Updates → Tabled aside from discussion exploring creating an engineering committee
- 4) Ripe Bananas
 - a. F. Gmeindl updated the board on the MOU between WVU and the City of Morgantown regarding WVU's hosting of our Confident City Cycling classes through CPASS. It was signed a few days prior to our meeting.
 - b. F. Gmeindl expressed concern regarding the lack of communication between WVDOH and us / the city regarding some of our outstanding TAP grants (i.e. sharrows). He reminded the board that WVDOH implied they would respond with an authorization to proceed in January if we provided a plan (which we did).
 - i. Action Item: C. Wamsley will work with J. Mikorski and D. Davis to reach out to the WVDOH project manager who was assigned to the project.
 - c. WV Bike Summit was rescheduled due to inclement weather
 - i. New date: 18/19 April
 - ii. Anyone up for a tour down to Charleston??
- 5) FY'14 TAP Grant
 - a. As a reminder, 80K of this goes to building bus shelters around Morgantown
 - b. We need to facilitate communication between D. Davis and D. Bruffy
 - c. Have we decided on the finalized priority of locations?
 - i. D. Gatlin encouraged high priority assigned to any locations near multifamily housing units; particularly subsidized multifamily housing
 - d. New development: due to Florida company subsidizing the actual parking structures through advertising, any locations which do not require construction of a concrete pad will stretch our grant significantly through major cost savings.
 - e. Action Item: D. Springston will call a meeting through email
- 6) Elections
 - a. Elections will be held next month for Secretary and Vice Chair positions
 - b. Confirmation needed with D. Davis's office regarding filing requirements
 - c. Once new officers are elected F. Gmeindl will complete transition of board management to new leadership (switching phone number listed, monitoring bikemorgantown@gmail.com, etc.)

7) Leadership Roles

- a. Much discussion was had surrounding roles of secretary, vice-chair, and chair. Overall feeling was that roles are appropriate but there is a need for emphasis on archiving and preserving best practices // effective means of conveying leadership and history to new persons.
- b. Rather than a separate archivist role, board should consider adopting more formalized procedures for documentation, preservation, and transition

8) Committees

- a. This agenda item was originally called to review committees on a meta level (which ones exist? Is there unneeded redundancy? Are there any dormant which could benefit from having projects assigned to them? Do we need new ones?)
- b. Conversation bounced back and forth between previously mentioned format and status updates from existing committees
- c. FY'15 TAP Grant (multi-use path along 705 between Willowdale and Mileground)
 - i. Status update: New grant proposal was accepted; deadline for completion of next phase is March 15th
 - ii. D. Springston will call for sections to be fleshed out
 - iii. C. Wamsley and D. Gatlin will look to J. Zhang, B. Austin, D. Davis for more detailed cost estimates
 - iv. Need to walk the site. Call a meeting when weather is decent
- d. Ordinance Committee?
 - i. Does not formally exist. Currently ad-hoc work between J. Nellis, J. Rosenbaum, J. Zhang, J. Whitmore
- e. Standing committees versus temporary committees. There's definitely a difference!
- f. Web Committee
 - i. Seems needed. Suggested members included G. Shogren, D. Gatlin, B. Ricketts, D. Springston
 - ii. Board asked C. Baker whether she would like to serve as an advisor on this committee – she expressed interest but needed to confirm with city how the time would be classified and whether there would be restrictions on her as a city representative
- g. Education Committee
 - i. Needs work! Must confirm sharrow installation to time the campaign

9) 2016 Bicycle Friendly Community Application

- a. Board voted to delay submission until August
- b. F. Gmeindl implored board to work diligently on defining concrete plans to improve our projects (and therefore our submission!) between now and August.
- c. Action Item: F. Gmeindl and D. Gatlin will work to transform the previous read-ahead “BFC Takeaways” into a project assignment activity planned for next meeting.

10) Adjournment

- a. Meeting was adjourned on time for the first time in this secretary's tenure. Go team!