

**Bicycle Federation of Wisconsin
Board of Directors Meeting Minutes
November 10, 2007**

BOD Attendees: Bill Hauda, Laura Kreofsky, Chick Veenstra, Jay Ferm, Scott Arbit, Amy Heart, Edith Merila, Mike Rewey, Dick Kendall, Ken Bates

Staff Attendees: Jack Hirt, David Vogt, Nancy Griswold.

Topic	Discussion	Action Items
Call to Order; determination of quorum	The meeting was called to order at 9:02 am by the Chair. Ten BOD members attended; quorum met.	N/A
Introductions; preview of agenda & June minutes approval	BOD and staff members were introduced; the agenda was previewed and agreed upon	The June BOD meetings were approved. [Motion: Amy, Second: Mike]
Public comments	No non-board members attended; no public comments	N/A
Executive Director Report	<p>State Budget debrief – discussion on the final outcomes of the budget was held.</p> <p>Branding/Logo – The BFW has contracted with the Mwke School of Design to obtain 9 logo options from which a new logo will be selected in December.</p> <p>Staff Activities - Bike planning work continues in many communities; Safe Routes to School contract work continues (BFW is subcontractor of Schreiber-Anderson). Several contracts are being negotiated – Bike Plans, Safe Routes. Mwke Bikes on Buses has been a great advocacy “win” and the BFW role will continue into training and implementation. Communication activities regarding key organizational activities,</p>	<p>Branding/Logo – Jack to distribute logo options go BOD for input; final selection process not defined.</p> <p>Saris Event – 2008 planning will commence in December. Jay Ferm volunteered to participate in the planning.</p>

	<p>financial performance, and BOD meetings will be revamped and stepped up going forward</p> <p>Saris Gala – Event was very successful. 600 attendees (~40% increase from 2006); increased revenue from silent auction and first time live auction. VIP tent with Phil Ligget was a big draw. Total funds raised was ~\$60K, up from ~\$35K in 2006. Additional marketing statewide, bus service from Mwke, \$5 increase in registration fees, more promotion of raffle tickets all helped increase awareness, attendance, and revenue.</p>	
Budget/Finance Committee report	<p>Jack reviewed the 2007 financial performance YTD and projections for the remainder of the fiscal year. Strong financial management and aggressive pursuit of new contracts/work significantly improved the financial status for 2007.</p> <p>The 2008 budget was previewed and discussion was held on key components. Revenue was projected at \$606 and expenses were estimated at \$540K. The budget was conservatively developed, and there is a high level of confidence in most projections. Plans are underway to increase staffing levels (full time and part time) to support planning, outreach and communications, and ongoing operations.</p>	<p>The 2008 budget was approved [Motion: Dick, Second: Ken]</p> <p>Going forward, historical financial data (budgets) will be provided by the ED when presenting future-facing financials.</p>
Membership Dues	<p>Nancy presented research on membership categories and dues levels for similar NFPs. Discussion was held on different approaches for the BFW. It was agreed to not raise rates, but to streamline and rename the categories. Staff will develop a category / naming structure and investigate monthly giving, etc. Limited \$15, Individual \$25, Family \$40, Next Level (tbd) \$100, Next Level (tbd) \$250, Next Level (tbd) \$500 \$1,000 Lifetime. Organizational member dues \$100 (all types of organizations)</p>	<p>The individual/family dues structure was approved [Motion: Jay, Second: Mike]</p> <p>The organizational dues structure was approved [Motion: Mike, Second: Bill]</p> <p>Staff to develop a formal plan, including naming,</p>

		rollout, giving options, etc. and report out at the 1 st 2008 Regular BOD meeting.
BFW Annual Ride Report	The 2007 Annual Ride results were discussed – ridership numbers were similar to 2006 and the event was profitable by about \$3,000. There was considerable discussion about if/when/where for going forward with the ride/other rides.	The BOD approved having a 2008 Ride in Cedarburg [Motion: Bill, Second: Mike] Staff will develop a plan for enhancing the Cedarburg event and/or other ride options and report out at the Strategic Planning workshop.
BOD Committee Formation	The proposed BOD Committee Resolution was reviewed. The Resolution will be revised to state the ED or his/her designee shall participate as non-voting members of each committee (except Personnel), and to not specifically name the committee participants in the Resolution. BOD members signed up for 1 year positions as follows: BOD Operating Committees <ul style="list-style-type: none"> • Nominating: Ken (Chair), Scott, Jay • Personnel: Chick (Chair), Scott, Mike • Development: Laura (Chair), Edith, Chick • Communications: Bill (Chair), Amy, Ken BOD Mission Committees <ul style="list-style-type: none"> • Advocacy – (Chair) Bill Jay, Mike • Coordination & Outreach – Amy (Chair), Laura, Ken • Education – Ken (Chair), Edith, Mike 	The BOD approved the Committee Resolution, pending the revisions. [Motion: Dick, Second: Mike]
Committee Reports	Nom Com: The BOD Secretary announced the results of the election. Eric, Check and Ken were re-elected. Aaron Crandall and Joel Savilonis were elected as new BOD members.	The BOD accepted the BOD election results. [Motion: Amy, Second: Ken]. Scott

	<p>Mark Madison's recent resignation causes a vacancy on the BOD; the Nominating Committee processes will be used to fill the vacancy.</p> <p>Communications – No Report</p> <p>123 Grow – Scott and Laura reminded the group of the commitments made in early 2007 in terms of contributions, solicitations, and in-kind donations. The goal remains for each member to provide \$500 in “value” to the BFW by year end 2007 and then commit another \$500 for 2008. Laura and Scott will contact each BOD member before YE to solidify 2007 contributions and their pledges for 2008. In 2008, the 123 Grow activities will be assumed by the Development Committee.</p>	<p>Arbit will call the new members and those with a significant number of write-in votes with the results.</p> <p>BOD Buddies were selected (Laura for Aaron Crandall and Mike for Joel Savilonis.</p> <p>The BOD approved the Nominating Committee to fill the vacancy. [Motion: Amy, Second: Mike].</p>
<p>BOD Chair Report</p>	<p>Strategic Plan Completion: It was agreed to complete the strategic planning activities begun this year in a special session in January 2008.</p> <p>Review of Policies and Forms: including, Conflict of Interest and Disclosure, Whistleblower Policy, Records Retention Policy, Code of Ethics, BOD Letter of Commitment. Discussion was held and friendly edits were made to policies as agreed. All revised, adopted BOD Policies and Forms will be provided to incoming BOD members by the BFW ED and reviewed with them by their “Board Buddies.”</p> <p>501©(4) Formation: Assigned to the Advocacy Committee for investigation and provision of a recommendation and an appropriate action plan by the first 2008 BOD Regular Meeting.</p>	<p>BOD agreed to have attend a Strategic Planning Session in January 2008 [Motion: Ken, Second: Jay]</p> <p>BOD adopted the revised “Conflict” Policies and Forms [Motion: Dick, Second: Bill]</p> <p>BOD adopted the Whistleblower Policy [Motion: Mike, Second: Jay]</p> <p>BOD approved the Letter of Commitment [Motion: Dick, Second: Amy]</p> <p>BOD approved the Code of Ethics [Motion: Dick, Second:</p>

	<p>WORBA Affiliation: Assigned to the Outreach Committee for investigation of WORBA's proposal to the BFW and provision of a recommendation and an appropriate action plan by the first 2008 BOD Regular Meeting</p> <p>2008 Meetings: Jack to contact Marlene regarding Strategic Planning Workshop in Madison in January. First Regular BOD meeting set for February 2nd in Oshkosh Wheel and Sprocket. Future meetings scheduled for May 3rd, August, 9th, and November 8th.</p>	<p>Bill]</p> <p>BOD approved the Records Retention Policy [Motion: Dick, Second: Mike</p>
Town Hall / Outreach Meetings	<p>Significant discussion occurred on the goals, approach, use of facilitator, locations, attendance of BOD members, and dates. The BOD agreed the first meeting would be in Madison, one evening the week of Dec 11th (or Dec 18th)</p>	<p>Jay, Mike, and Jack will further flesh out plans for the meetings and debrief/prepare the BOD via a conference call prior to the first meeting.</p>
Board Members Email Communications	<p>The BOD re-affirmed its commitment to remain respectful, confidential and action-focused in email contributions</p>	<p>NA</p>
Election of Officers	<p>Chair – Edith Merila Motion: Mike, Second: Laura Chair Elect (to become Chair 2009) – Chick Veenstra, Motion: Laura, Second: Mike Secretary - Laura Kreofsky; Motion: Mike, Second: Bill Treasurer - Chris Kegel; Motion: Mike, Second: Bill</p>	<p>All ballots were unanimously carried.</p>
Wisconsin Bike Summit	<p>Jack and Edith have had initial discussions on an annual state-wide Bike Summit. The idea was well received by the BOD and will be further framed out by the staff.</p>	<p>BOD staff will further develop and present preliminary plans for this event, by the second regular BOD meeting</p>
Recognition of Key Supporters	<p>The BOD and staff discussed ways to recognize key supporters and benefactors. This year's awards will be ad-hoc, not categorized, but going forward the awards categories will be</p>	<p>Laura Kreofsky, Jay Ferm and David Voigt will meet to determine the go forward award categories. Ongoing</p>

	formalized. This year's recipients will be Saris, Jerry Duchane/Axley, Trek, and Pacific Bikes. Chris Kegel donated \$500 to fund this year's awards.	management of the process will be delegated to the BOD Communications Committee.
Closed Session: ED Performance Review	CLOSED SESSION	
Adjourn	The meeting adjourned at 5 pm	Motion: Mike, Second: Bill