

Bicycle Board: January 2017 General Meeting

Date: Thursday, January 12th, 2017

Time: 6:30pm-8:30pm

Location: Public Safety Building, *Conference Room*

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	Drew	December minutes approved, January agenda finalized
6:40 PM	15	Open Action Items	Chip	Items reviewed, closed, and/or due date adjusted
6:55 PM	20	Ripe Bananas	Chip	Issues identified and plan to address them defined
7:25 PM	10	Budgeting Proposals	Brian	Report back delivered: precedents for BB budgeting
7:35 PM	20	Bike Share	Chip / Jenny / JR	Chip and Jenny deliver their take-aways from the conference call, Jonathan R give an overview of OpenSource Bike Share programs, board decides its role in the current state of things
7:45 PM	20	FY'14 TAP Grant (Enhancing Bicycle Signage and Facilities)	Drew	Report back from December ride-along and general status update delivered, steps to move forward identified, committee formed/activated for Tour de Sharrow and supporting media distribution.
8:05 PM	10	New Action Items	Christina	List open items, responsible person, dates
8:15 PM	-	Meeting Adjourned	Drew	

Read-aheads 1) December Minutes

Notes:

Open Action Items are limited to 1 minute each and should follow the format below

- Item number was closed on date and requires follow up / new action item / ripe banana discussion OR...
- Item number remains open due to reason and requires follow up / new action item / ripe banana discussion and needs rescheduling to date

Potential Ripe Bananas (all ripe bananas are limited to 5-10 minutes, can include reports back from action items, and must make a request for future action)

- Yearly Schedule
- Website Developments
- Restructuring / Introspection

In Attendance: Drew Gatlin, Brian Ricketts, Marilyn Newcome, Jenny Selin, Harry Grandon, John Whitmore, Christina Hunt. Jonathan Rosenbaum, Bill Kawecki

1. Open Action Item Review

- a. Not enough members were present at the start time of the meeting for a quorum; this item does not require voting, so it was moved to the top of the agenda.
 - i. Items closed: #21 (Engineering items – these are all captured in other items); #46 (Website – underway, to break out as smaller action items); #67 (Bike police liaison); #78 (Install remaining bike locker – Facebook poll); #81 (Municipal dedicated budget share proposal)
 - ii. Items with due dates adjusted: #1 (Install bike locker signs, remaining bike locker); #2 (Install remaining 2012 BFC signs); #3 (Install 5 remaining parking rings); #38 (Bike Board schedule); #47 (Sharrows stickers); #60 (Change request version control); #70 (Safe Routes to School); #71 (Forward bus shelter document to Board); #78 (Install remaining bike locker); #79 (Bus shelters); #80 (Bicycle Board role/function)

2. Agenda & Minutes

- a. Approval of agenda and minutes delayed until a quorum was reached at 7:00pm. H. Grandon moves to approve January 2017 agenda and December 2016 minutes. B. Ricketts seconds. All in favor. Agenda and minutes approved at 7:02pm.

3. Ripe Bananas

- a. Edits to bicycle storage ordinance – add to February agenda. J. Whitmore asked the Bicycle Board to review possible text edits to the bicycle storage ordinance.
- b. Website developments – Gunnar will be updating and “trimming” the bikemorgantown.com website next week. The Bicycle Board page on the City of Morgantown website is updated. We will continue to work with the City communications person on webpage issues.
- c. Bicycle Board volunteer roles – D. Gatlin and C. Hunt discussed the idea of having roles for BB members to help people feel more engaged. Approached B. O’Meara about the idea of a communications role that would entail working with City of Morgantown communications to help get out press releases, webpage updates, etc., she was interested. Seeking BB approval to have B. O’Meara in this role. H. Grandon moves to select B. O’Meara for the communications role. B. Ricketts seconds. All in favor. Passed at 19:31pm.
 - i. Other role ideas will be sent out by email for BB input and volunteers
 - ii. If we like this, should we place these roles in the BB by-laws?
 - iii. Possible role as “treasurer” discussed – someone who keeps track of bike-related dollars and man hours spent pertaining to cycling issues in Morgantown.
- d. Bicycle Board meeting time – idea of having a BB meeting during normal working hours (9am-5pm) once a quarter to allow more City officials to attend was discussed
- e. Test website – J. Rosenbaum has been experimenting with a test website for BB communication. This website allows live meetings, uploading files, or leaving messages. Will continue to test the capability of this platform and will present to the Board if it is a viable option.
- f. Replacement / archive website – J. Rosenbaum has used Alfresco, this might be a way to better manage BB information. Above-mentioned communication / message system will be first.
- g. Positive Spin – shop is going to be closed until relocation can be worked out. They will restructure, reorganize, and relocate. When this reopens, it will be a more traditional style of collective with better control procedures. Please contact J. Rosenbaum and J. Nellis if you are interested in working with Positive Spin during this transition period.

4. Bike Share

- a. Zagster bike share company has expressed an interest in working with the City of Morgantown to roll out a bike share program. J. Selin and B. Kawecky discussed this idea with BB members to gain feedback. J. Rosenbaum has also seen a lower cost DIY bike share system that is in use in Europe; this could be another option for a Morgantown bike share program. For more information on Zagster: <http://www.zagster.com/>

5. Budgeting Proposals

- a. B. Ricketts met with his public policy professors to discuss the idea of a city budget line item as an option for matching funds for grant applications. The feedback was generally that getting the city to guarantee a budget line item for every year was not fiscally responsible. Budgets are created year by year, so to guarantee money for one particular group every year is not reasonable. But Morgantown has a history of supporting BB grants with matching funds; if we keep applying for grants, and can communicate this ahead of time, it will help with continued matching. Tree City USA has a template to figure out budget, man hours, etc. Maybe something like this could be used for cycling / BB.

6. FY'14 TAP Grant (Enhancing Bicycle Signage and Facilities)

- a. Bike shelters – Dave Bruffy at Mountain Line is now more involved, he has greater leeway to move forward with bus shelters that are not on City property. Lesson learned: we should have included him earlier and more frequently in this grant – remember to include stakeholders, always! Alex Stockdale and Dave Bruffy met on 1/12 to work out details of bus shelters. Exact locations still being figured out, but Mountain Line also received additional funding to build shelters.
- b. Sharrows – maps originally submitted with this grant were in one form, but the DOH is now requesting the maps in AutoCAD (or similar) format. Derek Springston, Alex Stockdale, Damien Davis and Jing Zhang are working on this, since they were involved with the original maps and project. No definite timeline yet.

7. New Action Items

- a. Ordinance working group / team will meet up to review and get John Whitmore what he needs re: bicycle storage ordinance edits
- b. Christina will send out list of volunteer roles for more ideas, feedback
- c. Bill Kawecki will send out Zagster bike share information to Board

8. Meeting adjourned at 8:52pm.

Year to Date Attendance

Member Name	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17
Davis, Damien													
*Gatlin, John (Drew)	X	X	X	X	X	X	X	X	X	X	X	X	X
*Gmeindl, Frank	X	X	X				X	X	X		X	X	
*Grandon, Harry	X	X	X		X	X	X		X		X		X
*Hunt, Christina	X	X	X	X	X	X	X	X	X	X	X	X	X
*Nellis, Jonathan	X		X	X		X	X	X	X	X	X	X	
*Newcome, Marilyn			X	X	X		X			X	X		X
*O'Meara, Bridget											X	X	X
*Ricketts, Brian	X		X	X	X	X	X	X		X		X	X
*Rosenbaum, Jonathan		X	X	X	X	X	X	X		X	X	X	X
Selin, Jenny	?	X	X	X		X				X	X		X
*Springston, Derek		X					X						
Stockdale, Alex										X	X	X	
*Wamsley, Chip	X	X	X	X	X	X		X	X	X	X	X	
*Watson, Matt	X	X	X										
Whitmore, John	X	X	X	X	X	X	X		X	X	X	X	X
*Zhang, Jing	X		X	X				X	X	X	X		