# Bicycle Board: April 2018 General Meeting

**Date:** Thursday, April 5st, 2018 **Time:** 6:30pm-8:00pm **Location:** Public Safety Building, \*Conference Room\*

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| --- | --- | --- | --- | --- |
| **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 | March minutes approved, April agenda finalized. |
| 6:40 PM | 5 | Mapping | J. Nellis | Board informed about changes or change requests to maps |
| 6:45 PM | 20 | Ripe Bananas | Drew | Pressing issues identified and plan to address them defined. |
| 7:05 PM | 10 | Events Committee Check-In | Chip | 2016 Bike Month Plan Reviewed, scope of work and goals set for 2018 bike month, owners and champions identified for bike rodeo/commuter stations/etc. |
| 7:15 PM | 15 | Open Action Items | Chip | Items reviewed, closed, and/or due date adjusted. |
| 7:30 PM | 20 | Ripe Bananas | Chip | Pressing issues identified and plan to address them defined. |
| 7:50 PM | 10 | New Action Items | Brian | New action items summarized; owners and due dates verified. |
| 8:00 PM | - | Meeting Adjourned |  |  |

**In Attendance:** D. Gatlin, F. Gmeindl, B. Leary, J. Nellis, M. Newcome, C. Wamsley, B. Wendell, J. Zhang

**Guests:** Justin H. (WVU Cycling) and Kevin M.

**Year-to-date Attendance Record:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Member Name** | **Apr 17** | **May 17** | **June 17** | **Jul 17** | **Aug 17** | **Sept 17** | **Oct 17** | **Nov 17** | **Dec 17** | **Jan 18** | **Feb 18** | **Mar 18** | **Apr 18** |
| **\*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 | X | X | X |
| **\*Grandon, Harry** | X | X |  | X | X |  | X | X |  | X | X | X |  |
| **\*Leary, Brian** |  |  |  |  |  |  |  |  | X | X | X | X | X |
| **\*Nellis, Jonathan** | X | X |  | X | X | X | X |  |  | X |  |  | X |
| **\*Newcome, Marilyn** | X | X | X | X | X | X | X | X |  | X |  | X | X |
| **\*O’Meara, Bridget** |  | X | X |  | X | X | X | X |  | X |  | X |  |
| **\*Rosenbaum, Jonathan** | X |  |  | X | X | X |  | X | X |  | X | X |  |
| **\*Wamsley, Chip** | X | X | X | X | X | X | X | X | X | X | X | X | X |
| **Wendell, Barry** |  |  |  | X |  | X |  | X |  | X | X | X | X |
| **Whitmore, John** | X |  |  |  | X |  |  |  | X |  |  | X |  |
| **\*Zhang, Jing** | X | X |  |  |  |  | X |  |  | X | X | X | X |

Note: \*indicates voting member, X indicates presence in that given month. Grey boxes indicate periods of time before or after a person’s membership.

**Minutes (6:44PM)**

1. March minutes will be approved next meeting.
2. April 2018 agenda: Ripe bananas moved to the beginning and open action items to the end of the meeting.
   1. Frank G. moves to approve at 6:46pm; Chip W. Seconds. Unanimously approved at 6:47pm.

**Mapping (6:48PM)**

* J. Nellis continues to automate road inclination within map. Using F. Gmeindl suggestions of ‘steep roads’.

**Ripe Bananas (6:55)**

1. J. Zhang suggested pedestrian board and bicycle board may be interested in presenting informational items during Earth Day celebration. Saturday April 28th Earth Day 10:30-2pm during the Farmers Market. Event is organized by Mountaineers for Progress.
   1. Does the board want to present?
   2. What does the board want to present?
   3. Suggest Positive Spin provide lights and the board promoting Bike Month.
   4. April 21st, Flyers and Handouts ready to distribute and sent to J. Zhang.
   5. D. Gatlin, J. Zhang, B. Wendell, and B. Leary will attend as board representatives.
2. J. Whitmore Mylan are the first to go successfully complete a DSI and install long-term and short-term indoor and outdoor bicycle facilities.
3. B. Leary asked for information of the DOH plans to study Morrill Way and Patteson Drive.
   1. J. Zhang DOH continues to systematically review 3-5 hot spots around Morgantown to provide major updates.
4. Frank G. latest pedestrian board meeting approved a major light renovation for the city.
5. Drew G. bike rings installed throughout Morgantown.
6. Drew G. board will be creating a video on how to use new parking rings effectively.
   1. Wednesday April 11, 2018.
7. Gunnar S. willing to update Morgantown Bike Board website if board members are interested.
   1. We need to know how we want it to look and how we want it to be formatted.
   2. Bike Month Production
   3. How to use bike lockers.
   4. Frank G. suggests if the city is capable and willing we should ask them to take over control of website based on our suggested.
   5. Potential Website to Base our Website off of:
   6. https://bikeaustin.org/
   7. https://sacbike.org/

**Bike Month (7:30pm)**

1. C. Wamsley: Bike Rodeo May 19th at Mountaineer Mall
   1. H. Grandon: trying to obtain funding to help pay for bicycle rodeo.
      1. Conflict with helmets coming from an insurance company.
   2. Does Allstate have a portable safety town?
   3. Erie Insurance has received a grant to hand out helmets at bike rodeos throughout the state.
      1. What size of help do we need?
      2. Are we going to hand out to everyone or kids?
   4. Need to figure out plan for Bike to Work Week
   5. Bike to Work Day is the day before the Bike Rodeo.
   6. Board members are encouraged to volunteer and help with Bike Month.
   7. Additional sponsors need identified.

**Open Items (8:00pm)**

#2: No updates

#3: Rings installed. Closed 4/5/2018.

#82: Postponed

#91: Closed 4/5/2018.

#94: April 16th next board meeting.

#102: Items continue to be split

#104: Chip remains in contact with Captain McCabe discussing upcoming parades, discuss bike board participation in events.

#108: M. Newcome will update Events Committee members at next meeting (April 9, 2018).

#109: Closed 3/28

#110: Drew needs to send formal request for help from board members.

#111: Will revist after bike month.

#112: Closed 4/5/18

#113: Waiting for weather to break for hanging stickers.

**New Action Items (8:30pm)**

#114: April 21st flyers need to be given to Jing. Drew and Jing will work together.

#115 J. Zhang will create a new bike board website April 21st. Will be shared with committee members.

#116 C. Wamsley Mr. Shook safety town.

#117 Frank G. send proclamation to Bill G. Due Monday April

#118 C. Wamsley contact Ella and Damien about possible Trail Closings

#119 Events Committee create informational packet ot hand out to Mylan

#120 Drew will send out updated 2018 Bike Month Plan

#121 Frank G. will get a thank you card for Alex and Drew sign on our behalf.

#122 Barry will request bike board representation from Wards 1-5 at community meeting.

#123 Events committee will meet and create some informational and promotional packets and create a formal request for help.

#124 Justin. H. reach out to WVU Cycling Team to do a Bike Month promo. What level of interest that would be.

#125 Kevin will reach out to Mylan with promotional/informational material developed by events committee.

#125 Bridget will reach out to Tracey with promotional/information material developed by events committee.

#126 Drew will create an informational video on how to use bike rings.

**Meeting Adjourned (8:48pm):** B. Wendell moves to adjourn. Frank G. second. Unanimously approved 8:48pm.

Action Item Updates / Closures

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Category / Committee** | **Project** | **Description** | **Owner** | **Assigned** | **Due** | **Status / Notes** | **Closed** |
| 2 | Engineering | BFC Signs | Install Remaining 2012 BFC Signs | A. Stockdale | 8-Aug-15 | 5-Oct-17 | No updates. |  |
| 3 | Engineering | Bike Parking | Install (5) Remaining Parking Rings | C. Wamsley | 8-Aug-15 | 21-Sep-17 | Rings installed. | 4/5/18 |
| 82 | Engineering | Bike Locker Signs | Install signs for bike locker(s) | D. Davis | 2-Feb-17 | 21-Jan-18 | Postponed until design finalized. |  |
| 91 | Outreach | Share Bus Shelter Designs | Work with MTEC to develop new bus shelter designs | D. Gatlin | 7-Sep-17 | 13-Sep-17 | Shelter designs have been created. | 4/5/18 |
| 94 | Community | Neighborhood outreach | Spread the word about bike board at community meetings | All | 5-Oct-17 |  | April 16th next board meeting. |  |
| 102 | General | Action Item | Split / make action items achievable | All | 4-Jan-18 | 1-Feb-18 | Items continue to be split. |  |
| 104 | Community | Annual Events Committee | Communication with Captain McCabe | C. Wamsley | 1-Feb-18 | 12-Feb-18 | Chip remains in contact with Captain McCabe discussing upcoming parades, discuss bike board participating in events. |  |
| 108 | Outreach | Events Committee | Best practices: how to reach out to Mon County Schools for events | M. Newcome | 1-Mar-18 | 14-Mar-18 | M. Newcome will update Events committee members at next meeting (April 9th) |  |
| 109 | Outreach | Events Committee | Contact WVU Sustainability, NCEWH, City of Morgantown Communications | B. O'Meara | 1-Mar-18 | 5-Apr-18 | B. O’Meara made contact | 3/28/18 |
| 110 | Outreach | MTEC Bus Shelter | Send formal request for help to board for bus shelter install issues | D. Gatlin | 1-Mar-18 | 14-Mar-18 | Drew needs to send formal request for help from board members. |  |
| 111 | Internal | Bike Plan Update | Review board accomplishments and tell Chip if he's missing anything | all | 1-Mar-18 | 3-May-18 | Will revisit after bike month. |  |
| 112 | Internal | Exit Interviews | Share an exit interview to use for departing board members | H. Grandon | 1-Mar-18 | 14-Mar-18 | Exit interview has been shared. | 4/5/18 |
| 113 | Engineering | BFC Signs | Place new award date stickers on existing signs | C. Wamsley | 1-Oct-17 | 3-May-18 | Waiting for weather to break for hanging stickers. |  |