# Bicycle Board: January 2018 General Meeting

**Date:** Thursday, January 4, 2018 **Time:** 6:30pm-8:30pm **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 | December minutes approved, January agenda finalized |
| 6:40 PM | 5 | New Secretary | Drew | New secretary elected (vote) |
| 6:45 PM | 10 | Procedural changes | Drew | Changes to meetings and attendance REQ’t reviewed (vote) |
| 6:55 PM | 15 | Open Action Items | Chip / Brian | Items reviewed, closed, and/or due date adjusted |
| 7:10 PM | 20 | Ripe Bananas | Chip | Pressing issues identified and plan to address them defined |
| 7:30 PM | 20 | 2018 Event Schedule | Chip | Annual event committee check-in. Social rides, tour de sharrow, bike rodeo, bike month scheduled for 2018. |
| 7:50 PM | 10 | New Action Items | Brian | Summarize new items, their owners, and their due dates |
| 8:00 PM | - | Meeting Adjourned | Drew |  |

**In Attendance:** Drew Gatlin, Frank Gmeindl, Harry Grandon, Jonathan Nellis, Marilyn Newcome, Bridget O’Meara, Beth Rota, Chip Wamsley, Barry Wendell, Jing Zhang, Brian Leary

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

1. Schmooze Time
2. Agenda
   1. Harry moves to approve agenda; Chip seconds; approved 6:35.
3. New Secretary
   1. Brian Leary volunteered to serve as secretary last month, board voted unanimously at 6:40p to approve his recommendation as a member and as secretary to the traffic commission at the next available meeting.
4. Procedural Changes
   1. Drew suggested that the secretary should facilitate the review of open action items during meetings (rather than the vice-chair). Board determined that no formal vote was needed and that Brian, Drew, and Chip would make the changes as needed.

b. Attendance Requirement

* + 1. Drew discussed undulations in member attendance and a need to develop more regular rapport within the board, particularly as members shift their roles in the community and become more active outside meetings. Board agreed that a shift to the attendance requirement as outlined in the procedural guidelines might be helpful.
    2. The proposed shift was an inversion of the existing policy:
    3. “…the ability to ~~attend no less~~ miss no **more** than four meetings per year”. Additional verbiage was suggested for the end of the membership paragraph: “Members will proactively notify the officers in the event they miss a meeting and provide updates to any outstanding action items under their ownership – ideally before the meeting, as possible”
    4. Due to a quorum present, board voted unanimously to approve the changes. However, because this would place a few of our current members in violation of the new policy, **we seek more input before we recommend** traffic commission update the procedural guidelines.

1. Open Action Items
   1. #2: Stickers are ready to go. Chip and Drew will put them up.
      1. Due: March 21,2018
   2. #60: Remove from action items and move to regular agenda item
      1. Jonathan Nellis informed us of technical progress on the board’s desire to indicate corridor slope on bike network map. Which roads are steep enough to mark on the map? Referenced examples of other bike maps that use various numbers of chevrons to indicate slopes.
   3. #71: No updates, needs to be broken down into smaller action items
   4. #82: Drew is new owner, will communicate board’s willingness to allocate $ to design and placement of wraps for bike lockers. Due 21 Jan
   5. #84: Combined with action item #100 as a community event?
   6. #89: Closed on 15 Dec, 2017 - OBE (overcome by events) superseded by updates to 2014 TAP Grants
   7. #90: Find out if the Bike Board can take over the ‘bike section’ of the parade.
   8. #91: Drew needs to follow up with Kelli, due 1 Feb.
   9. #92: Closed on 4 Jan 2018, board decided to not formally engage in a response
   10. #94: Item updated; Drew and Chip will attend the next Neighborhood Coordinating Council (that works with their schedules) to discuss how the Bike Board can better serve the individual neighborhoods.
   11. #95: Frank sent out summary and discussions will continue.
   12. #97: Drew will resend this document to Frank and Jing. They will update it and include suggested changes.
   13. #100: Annual events committee will meet before next month’s meeting
   14. #101: Closed on 10 November 2017 due to lack of response. United Way provided a list of potential places in which we could distribute lights.
2. Ripe Bananas
   1. Jing
      1. This year’s annual routine to count pedestrians and cyclists (MPO project) will experience a major increase in funding.
         1. 40 locations have been drafted across the county. No published yet.
         2. Asks for input from board as to which locations to use.
         3. Proposed counts for 6 hours a day (3 morning, 3 evening)
         4. Jing will work out a map and share that with bike board next meeting: **he is soliciting feedback on the locations before March.**
      2. MPO wants to help the board update the municipal and regional bicycle plan.
         1. Pedestrian safety plan is being updated. Will be done by May/June – the scope of work for that update is similar but different from the bike plan. Jing will share ped plan scope with select members and begin to draft how we will approach new bike plan update.
         2. Tentative timeline to update bike plan ~ October for next year
   2. Barry
      1. Morgantown recently interviewed a number of highly qualified individuals for the Health and Wellness Commission
      2. Barry thought that due to the high number of applicants, some of those who were not elected might want to serve on other boards (and perhaps be better suited for those boards, too). He will forward some names to us for consideration.
3. 2018 Event Schedule - Committee hasn’t met
4. New Action Items
   1. Split action items into smaller action items.
      1. Assigned to anyone with an action item.
      2. Changes will be sent to B. Leary
      3. Due February 1, 2018
   2. Johnathan and Drew
      1. Will get together to discuss mapping as an extension of Johnathan’s ongoing work to #60 before February 1st
   3. #100 Annual events committee will meet before February 1st
   4. Jing Map to Count Pedestrians/Commuters and Scope of Work for Pedestrian Safety Plan
      1. Jing will send out map to board for input before January 12th
5. Meeting adjourned 8:10p

Action Item Updates / Closures

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| **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 | 21-Mar-18 | Stickers are ready to go. C. Wamsley and D. Gatlin will put them up. |  |
| 3 | Engineering | Bike Parking | Install (5) Remaining Parking Rings | C. Wamsley | 8-Aug-15 | 21-Sep-17 | Chip will meet with D. McKenzie to finalize installation plan |  |
| 60 | Mapping | Change request version control | J. Nellis collects map change requests for review at future board meetings. | J. Nellis | 4-Aug-16 |  | Software is installed with maps uploaded. | 4-Jan-18 |
| 71 | Engineering | Bus shelters | Install bike facilities at bus shelters | A. Stockdale | 1-Sep-16 | UNKNOWN | Waiting to hear back from DOH. ETA August / Sept 2017. MLTA is working directly with DOH to install shelters outside of municipal bounds. |  |
| 82 | Engineering | Bike Locker Signs | Install signs for bike locker(s) | D. Gatlin | 2-Feb-17 | 21-Jan-18 | Drew will communicate design. |  |
| 84 | Community | Tour de Sharrow | Plan and have this event ready to go | C. Wamsley | 2-Mar-17 | 1-Feb-18 | Moved to action item #100 as a community event. |  |
| 89 | Engineering | City-Funded Sharrows | Plan for installation with city funds | F. Gmeindl | 6-Jul-17 | 5-Oct-17 | Overcome by Events (OBE), superseded by updates to 2014 TAP Grants. | 15-Dec-17 |
| 90 | Outreach | Jenny Selin invites | Various invitations to relevant meetings | J. Selin | 6-Jul-17 | 3-Aug-17 | Find out if the Bike Board is willing to take over the ‘bike section’ of the parade. |  |
| 91 | Outreach | Share Bus Shelter Designs | Work with MTEC to develop new bus shelter designs | D. Gatlin | 7-Sep-17 | 13-Sep-17 | Drew and Kelli LaNeve will exchange designs for bus shelters - MTEC to build and install near White Park |  |
| 92 | Outreach | Respond to misrepresentation | Clarify board's stance on Jones Avenue redevelopment proposals | D. Gatlin | 7-Sep-17 | 5-Oct-17 | Board decided to not engage. | 4-Jan-18 |
| 94 | Community | Neighborhood outreach | Spread the word about bike board at community meetings | All | 5-Oct-17 | 1-Feb-18 | C. Wamsley and D. Gatlin will attend next Neighborhood Coordinating Council to discuss how the Bike Board can better reach the community. |  |
| 95 | Education | Literature review | Read and share current articles on bike infrastructure / theory | All | 5-Oct-17 | Ongoing | Frank will summarize his thoughts on the People For Bikes' tool and distribute them to the board. |  |
| 97 | Education | STAR Guide Infographic | Create a 3-4 page, graphic heavy document summarizing the guide | J. Zhang | 5-Oct-17 | 2-Nov-17 | Drew drafted this in October. Jing is going to finalize. Need to develop distribution plan. Frank will include his documentation. |  |
| 100 | Community | Annual Events Committee | Committee project list | Various | 7-Dec-17 | 1-Feb-18 | Combined action items 84,93, 98, 99. Committee to plan and execute bike rodeo (Harry lead), social rides (Bridget lead), bike month, and more. Committee will meet before next meeting to discuss. |  |
| 101 | Outreach | Commuter Outreach | Postive Spin light distribution | B. O'Meara | 2-Nov-17 | 15-Nov-17 | B. O’Meara contacted the United Way for potential distributers of lights. B O'Meara coordinated with Positive Spin which will take over distribution of lights. | 10-Nov-17  . |
| 102 | General | Action Item | Split action items into smaller action items. | All | 4-Jan-18 | 1-Feb-18 | Action items to be split with changes sent to B. Leary |  |
| 103 | Mapping | Change request version control | Extension of #60 | D. Gatlin | 4-Jan-18 |  | D. Gatlin and J. Nellis will meet to discuss mapping as an extension of J. Nellis ongoing work to #60 within the next 3 weeks. The addition of this as a new agenda item. |  |

Note: Yellow indicates new items. Green indicates closed items. Orange indicates action item was combined with another action item.