# Bicycle Board: October 2017 General Meeting

**Date:** Thursday, October 5th, 2017 **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 | September minutes approved, October 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 | Pressing issues identified and plan to address them defined |
| 7:15 PM | 20 | Bicycle Summit Recap | Drew | Board informed of notable happenings at the bicycle summit, proper follow-ups planned in relation to generated momentum |
| 7:35 PM | 20 | Yearly Events Planning Committee Formation | \*Up for grabs\* | Bike Month, Bike Rodeo(s), Parades, Education, etc events mapped out and assigned to a committee to be formed |
| 7:55 PM | 10 | Social Rides | \*Up for grabs\* | Rest of year planned, champion identified, marketing plan developed |
| 8:05 PM | 10 | Meeting Reflection | Drew | Strengths, weaknesses, and potential changes identified in the procedure of bike board meetings |
| 8:15 PM | 10 | New Action Items | \*Secretary\* | List open items, responsible person, dates |
| 8:25 PM | - | Meeting Adjourned | Drew |  |

**In Attendance:** Drew Gatlin, Harry Grandon, Jonathan Nellis, Marilyn Newcomb, Bridget O’Meara, Chip Wamsley, Jing Zhang

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| **Member Name**   | **Oct 16** | **Nov 16** | **Dec 16** | **Jan 17** | **Feb 17** | **Mar 17** | **Apr 17** | **May 17** | **June 17** | **Jul 17** | **Aug 17** | **Sept 17**  | **Oc 17** |
| **\*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 |  |  |
| **\*Grandon, Harry**   |  | 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 | 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 | X |  |
| **\*Rota, Beth** |  |  |  |  | X | X | X |  | X |  | X | X |  |
| **Selin, Jenny**   | X | X |  | X | X | X |  | X | X | X |  |  |  |
| **Stockdale, Alex** | X | X | X |  |  |  |  |  |  |  |  |  |  |
| **\*Wamsley, Chip**   | X | X | X |  | X | X | X | X | X | X | X | X | X |
| **Wendell, Barry** |  |  |  |  |  |  |  |  |  | X |  | X |  |
| **Whitmore, John**   | X | X | X | 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.

1. Minutes & Agenda
	1. Adjustments to October Agenda (time corrections): New action items moved to 8:15 and meeting adjourned moved to 8:25
	2. Chip moves to approve agenda; Marilyn seconds; approved 6:55
2. Open Action Items
	1. Items closed:
		1. #92: Decided to engage in another manner
	2. Items with dates adjusted:
		1. #2: Board approves using a sticker to update year with a single sticker over ‘16; Drew Gatlin to check year (Does the award go through ‘20 or ‘21)
		2. #3: C. Wamsley will talk to D. McKenzie to finalize installation plan – October 12
		3. #60: J. Nellis found the free version of mapping software can’t put chevrons in; will check with WVU for copy of full version
		4. #71, 80, 89: still open
		5. #82: C. Wamsley to get vector format file for D. Gatlin or J. Nellis to work on
		6. #84: Have Tour de Sharrow plan by Feb. 2018
		7. #91: Design not forwarded to K. LaNeve – needs to be made out of wood, not metal
		8. #93: H. Grandon to be owner to this task; will reach out to B. Rota; use community safety event
3. Ripe Bananas
	1. City possibly hiring a grant writer. D. Gatlin has requested the person hired has experience in transportation preferably alternative transportation and has asked to be part of interviewing process but hasn’t heard back
	2. TAP grant project ideas discussed including
		1. campus connector
		2. tunnel under 705 to connect to falling run trail system
		3. engineering studies for tunnel and engineering for campus connector
		4. C. Wamsley, J. Zhang, possibly F. Gmeindl to head up grant writing team – include city grant writer when/if one is hired
	3. Vehicular cycling vs. segregated infrastructure discussed and to what extent either philosophy should our decision making and infrastructure investments. D. Gatlin recommends everyone do some research on the topic to become up to date on current research.
4. Bicycle Summit Recap
	1. Summit generated momentum for the city to spend some money on bicycle related projects. Discussed potential routes for new sharrows: University bicycle bypass/Jones-Rawley Ave connector is a promising route.
	2. Look for Drew the Bicycle enthusiast on WVU news
5. Yearly Events planning Committee formation
	1. A committee will be formed to plan and organize annual bike board community/social events
	2. Subcommittees will be formed to take charge of individual events (i.e. a Bike Rodeo subcommittee)
	3. Events committee will meet within the next month
		1. make a schedule
			1. discuss events including: bike rodeo, bike month, parades, educational outreach with WVU
6. Social rides
	1. Is there a Halloween parade? If so, incorporate bicycles
	2. November Sunday ride to be organized by B. O’Meara
7. Meeting reflection
	1. Discussed restructuring Bike Board meetings
		1. Possibly meet every other month and focus on committee updates
	2. Form committees/buddies meetings to make specific people accountable for tasks/events
	3. Find a balance between city planning involvement vs. social events/community outreach
8. New Action items
	1. All: go to neighborhood meetings to tell everyone about bike board; D. Gatlin will send a reminder email and details about neighborhood association meetings
	2. All: Read and share new articles on bike infrastructure
	3. C. Wamsley to form grant writing team for TAP grants
	4. J. Zhang synopsis of FHWA Star Guide: Small town and rural multimodal network into graphical summary that the general public could understand; will work with D. Gatlin
	5. H. Grandon, M. Newcomb, C. Wamsley, B. O’Meara, B. Rota to meet to form annual event committee.
	6. Social rides
* D. Gatlin to make a Facebook picture to promote October ride
* Halloween ride: B. O’Meara will find out about Halloween parade
* November: B. O’Meara to organize Sunday ride
	1. B. O’Meara to send out updated action items within the next few days
1. Decisions
	1. Approved:
		1. September minutes
		2. BFC Sign Sticker?
		3. Installing sharrows on the Jones-Rawley corridor
	2. Postponed tour de sharrow until February unless new ones put down on Rawley
	3. Form committee for yearly events
	4. Move monthly social rides to Sunday to ensure daylight as fall sets in and the days get shorter
2. Meeting adjourned: H. Grandon moves; C. Wamsley seconds; approved 8:44
3. Action Item Updates:

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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 | 5-Oct-17 | Frank emailed previously suggested locations to BB on 12/5/16. Alex will follow up about getting them up. Chip working with Paragon to color-match stickers |   |
| 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 |   |
| 60 | Mapping | Change request version control | J. Nellis collects map change requests for review at future board meetings. | J. Nellis | 4-Aug-16 |   | Perpetually Open. J Nellis working to change mapping service from Google Maps to ArcGIS online |   |
| 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. |   |
| 80 | Community | Bicycle Board role & function introspection | Talk with City Council members and community stakeholders about how they view the role/purpose of the BB | D. Gatlin | 1-Dec-16 | 1-Dec-17 | Presentation delayed |   |
| 82 | Engineering | Bike Locker Signs | Install signs for bike locker(s) | D. Davis | 2-Feb-17 | 5-Oct-17 | C. Wamsley will procur vector file from manufacturing company and send to board. |   |
| 84 | Community | Tour de Sharrow | Plan and have this event ready to go | C. Wamsley | 2-Mar-17 | 1-Feb-18 | Have tour planned by Feb 2018 |   |
| 89 | Engineering | City-Funded Sharrows | Plan for installation with city funds | F. Gmeindl | 6-Jul-17 | 5-Oct-17 | Jones / Rawley and Richwood / Charles corridors are top priority in new bike network |   |
| 90 | Outreach | Jenny Selin invites | Various invitations to relevant meetings | J. Selin | 6-Jul-17 | 3-Aug-17 | Jenny will invite certain members to chamber transportation meeting, and will inquire with school of journalism on interns. |   |
| 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 | Drew will explore other ways of responding to the email that was sent to the pedestrian board |   |
| 93 | Community | Bike Rodeo | Plan and execute bike rodeo | Various | 7-Sep-17 | 23-Sep-17 | Please see September minutes for description of these action items |   |
| 94 | Community | Neighborhood outreach | Spread the word about bike board at community meetings | All | 5-Oct-17 | 2-Nov-17 | Drew will send out an email regarding neighborhood associations etc. |   |
| 95 | Education | Literature review | Read and share current articles on bike infrastructure / theory | All | 5-Oct-17 | Ongoing |   |   |
| 96 | Committees | Grant writing committee | Form a committee for writing TAP grants | C. Wamsley | 5-Oct-17 | 12-Oct-17 | C. Wamsley to meet with J. Zhang and possibly F. Gmeindl to discuss, write TAP grant proposals |   |
| 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 and Jing will work to draft this document and make it relevant to Morgantown-area projects. |   |
| 98 | Community | Annual Events Committee | Committee will organize various events that will occur annually | H. Grandon | 5-Oct-17 | Ongoing | H. Grandon, M. Newcomb, C. Wamsley, B. O’Meara, and B. Rota will meet to discuss role of committee and form specific events subcommittees |   |
| 99 | Community | Social Rides | Organize and promote monthly | B. O’Meara | 5-Oct-17 | Ongoing | B. O’Meara to organize and promote November ride, (also a Halloween ride if there is a parade) |   |

Note: Yellow indicates new items. Green indicates closed items.