



MEETING NOTES
BIKE TO WORK DAY STEERING COMMITTEE
January 11, 2023

Introductions

Committee members, guests, and other attendees introduced themselves by name and affiliation.

Meeting Minutes

Minutes from the November 9, 2022 meeting were approved as written.

2022 Event Report Update

A status update was provided regarding the Bike to Work Day 2022 Event Draft Report. The Bike to Work Day Steering Committee was provided with an initial draft report on September 14, 2022 and a revised draft was provided on November 9, 2022 based on edits taken during an open comment period. The event report was subsequently presented to the Commuter Connections Subcommittee at its November 15, 2022 meeting where an open comment period was established through December 16, 2022. The Commuter Connections Subcommittee will meet again on January 17, 2023 to review the final draft version of the report and will be asked to endorse it for release. Once endorsed, the Bike to Work Day 2022 Event Final Report will be published onto the Commuter Connections website.

T-shirt Update

The Steering Committee was presented with four green T-shirt color options during a live online poll. After discussion, a vote was taken and the color identified as "C" (a dark green) received the greatest number of votes. A lack of sufficient sponsorship funds would require ordering fewer T-shirts, white T-shirts, or a combination thereof.

Sponsor Drive Update

The 2023 Bike to Work Day regional sponsorship drive began in October 2022 and runs through January 31, 2023. To date, Commuter Connections has secured six regional cash sponsors for a grand total of \$11,900, far short of the funds necessary to purchase 15,000 green T-shirts. Sponsors include the American Association of State Highway and Transportation Officials, BikeArlington, Bikes@Vienna, City Dental DC, Fair Lakes League, Maryland Department of Transportation, and Virginia Department of Transportation. As part of its sponsorship, Bikes@Vienna is also donating a folding bike for the regional raffle. It was noted that a \$7,500 unpaid invoice from Bike to Work Day 2022 must be subtracted from the 2023 sponsor drive total unless paid by January 31st.

Poster Concepts

Four potential poster concepts were presented to the Steering Committee for Bike to Work Day 2023. An online live poll was conducted, and the version identified as poster concept “B” received the greatest number of votes. The specific green color shades of the winning T-shirt will be incorporated into the winning poster. Committee feedback was taken regarding modifications to the selected poster. Some notable changes included adding a QR code, year of event, and a rear bike light.

Pit Stop Manager Questionnaire

An online questionnaire for pit stop managers was sent on December 5, 2022 with a due date of December 30, 2022, and reminder messages were sent as well. The primary objective of the questionnaire is to confirm whether pit stops are still on board to host a local Bike to Work Day event on May 19, 2023. Other key purposes of the questionnaire are to gain the most up to date contact and back-up contact information, desired T-shirt size percentages, and to gauge interest in volunteering.

New Pit Stops Update/Orientation Session

A total of 15 new pit stops are being added in the District of Columbia, and Arlington, Fairfax, and Montgomery Counties. Additionally, two pit stops are returning to the District of Columbia and Montgomery County after a multi-year pandemic sabbatical. An orientation session for new pit stop managers will take place on February 7, 2023. The orientation will be open to all new backup pit stop managers as well. Several veteran pit stop managers will participate and lend their expertise. The objective is to provide a solid foundation and realistic expectations about what’s involved and how to prepare for a successful pit stop.

Pit Stop Managers Roundtable

Pit stop managers were provided an opportunity to update the Steering Committee on activities planned for their local Bike to Work Day events.

Other Business

The Next Bike to Work Day Steering Committee meeting will be held on Wednesday, March 8, 2023 from 10:00 to 11:30 am in the R. Kirby Training Center.