



**MEETING NOTES**  
**BIKE TO WORK DAY STEERING COMMITTEE**  
**September 12, 2018**

**1. Introductions**

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

**2. Meeting Minutes**

The May 9, 2018 Bike to Work Day Steering Committee meeting notes were approved as written.

**3. Change of Chairperson**

Mark Sofman, Montgomery County Commuter Services, was recognized with a plaque for his service as the 2018 event Committee Chairperson. Each year the Bike to Work Day Chair position is rotated between D.C., Maryland and Virginia, and within each state by jurisdiction. Erin Potter, Bike Arlington, was welcomed as the new Chairperson of the Bike to Work Day 2019 Steering Committee.

**4. 2018 Event Recaps from Pit Stop Managers**

Pit stop managers provided recaps on activities surrounding their local Bike to Work Day events held on May 18, 2018.

**5. 2018 BTWD Slideshow**

A slideshow of photographs provided to COG/TPB staff by various pit stop managers was shown. The presentation provided a visual look of local 2018 Bike to Work Day events which took place throughout the Washington metropolitan region this past May. Commentary was provided by some of the pit stop managers in attendance.

**6. 2018 Employer Challenge**

Each year Commuter Connections recognizes an employer in the region with outstanding participation in the Bike to Work Day event by hosting a luncheon for participating employees. The National Institutes of Health with over 550 bicyclists had the greatest level of overall registrants in 2018. Other top employers included The U.S. Department of State, U.S. Department of Justice, U.S. Environmental Protection Agency and The World Bank. The U.S. Environmental Protection Agency was randomly selected from the top five employers to receive the luncheon. On June 27, 2018 staff from Commuter Connections and the Washington Area Bicyclist Association participated in a ceremony at the Ronald Reagan building to recognize EPA's support of Bike to Work Day 2018, and a plaque was presented to EPA's Bike Coordinators. In 2018, there was an EPA employee registered at a third of the Bike to Work Day pit stops. The top five pit

stops for EPA employees were Alexandria Del Ray, Crystal City Water Park, Freedom Plaza, Old Town Alexandria, and Rosslyn Gateway Park. Lastly, 15.5% of EPA BTWD registrants indicated that 2018 was their first Bike to Work Day event.

**7. 2018 BTWD Draft Event Report**

Mark Hersey, COG/TPB staff, presented the 2018 Bike to Work Day Event draft report. The report includes acknowledgements, sponsorships, highlights from local pit stops, employer participation, proclamation, marketing materials, social media, and media coverage. Committee members were asked to review the draft document and submit any edits to [doccomments@mwcog.org](mailto:doccomments@mwcog.org) by October 5, 2018.

**8. Date of Bike to Work Day 2019**

The month of May was established as National Bike Month in 1956 by the League of American Bicyclists. Bike to Work Week will occur the week of May 13th; and Bike to Work Day will be held on Friday, May 17, 2019.

**9. Other Business**

Steering Committee members were reminded of Car Free Days to be held on September 21-22, 2018 and were encouraged to help promote the event. Extra flyers were made available. The travel mode with the greatest level of Car Free Day pledges thus far is bicycling.

The next Bike to Work Day Steering Committee meeting is scheduled for Wednesday, November 14, 2018, from 10:00-11:30 a.m., in rooms 4 & 5.