

**Bike to Work Day Steering Committee
Meeting Notes
September 11, 2024**

1. INTRODUCTIONS

COG/TPB staff, committee members, and other attendees (online and in-person) will be noted on the attendance record.

2. MEETING MINUTES APPROVAL

The minutes from the May 8, 2024 meeting were approved as written.

3. CHANGE OF CHAIRPERSON

Each year, the Chair position for the Bike to Work Day Steering Committee is rotated between the District of Columbia, Maryland, and Virginia. Hamzat Sani, City of Alexandria was installed as the new Chair for the 2025 Bike to Work Day event. Outgoing Chair, LaToya Crump, Prince George's County Department of Public Works & Transportation, was recognized with a plaque for her service as the 2024 Bike to Work Day Steering Committee Chair.

4. BTWD 2024 EVENT RECAPS

Pit stop managers provided recaps on activities surrounding their local Bike to Work Day events held on May 17, 2024.

5. BTWD 2024 SLIDESHOW

This agenda item was skipped to allocate proper time to agenda item number seven, the 2025 event date discussion and vote. The intention was to come back to agenda item number five, should there be any time remaining. Unfortunately, time ran out as there was a subsequent meeting in the same room which needed to begin. The slideshow provides a fun visual look at the local Bike to Work Day 2024 events which took place throughout the metropolitan Washington region this past May. Approximately fifty pit stops submitted photos to COG/TPB staff and up to four photos of each pit stop were included. The slideshow is available on the COG website at <https://www.mwcog.org/events/2024/9/11/bike-to-work-day-steering-committee/>.

6. BTWD 2024 EVENT DRAFT REPORT

Mark Hersey, COG/TPB staff, presented the 2023 Bike to Work Day Event draft report. The report provides a recap of activities surrounding the annual event including acknowledgements, sponsorships, highlights from local pit stops, employer participation, regional proclamation, marketing materials, social media, and media coverage. Committee members were asked to review the draft document and submit any edits by October 23, 2024.

Reasonable accommodations are provided upon request, including alternative formats of meeting materials.
Visit www.mwcog.org/accommodations or call (202) 962-3300 or (202) 962-3213 (TDD).

7. BTWD 2025 EVENT DATE

Traditionally, over the past several decades the Bike to Work Day event has been held on Friday. During the summer of 2024, a discussion was held between co-organizers, COG and WABA, regarding the possibility of changing the event to a different day of the week to account for the popularity of telework on Friday's which accelerated exponentially following the COVID pandemic. The discussion of a potential departure from Friday to celebrate Bike to Work Day was based on making the bicycling event accessible to more participants who commute into the office. Unanimously, no committee member was in favor of maintaining the event on Friday or moving the event to Monday or Tuesday. There were 6 (21%) votes to move the event to Wednesday and 23 (79%) for Thursday. Based on committee vote, the upcoming Bike to Work Day event will be held on Thursday, May 15, 2025. All official pit stops (those on the event website) will be held on this single regionwide date.

8. OTHER BUSINESS

There were no other items discussed. A follow up message will be sent to the Committee regarding the open comment period for the 2024 Bike to Work Day event report.

9. ADJOURN

The next Bike to Work Day Steering Committee meeting is scheduled for Wednesday, November 13, 2024.