

**Bike to Work Day Steering Committee  
Meeting Notes Wednesday, January 13, 2010**

**1. Introductions**

**2. Approval of Minutes from November 4, 2009 Meeting**

The minutes were approved as written.

**3. Sponsorship Update**

Eight more sponsors have been secured since the last meeting. The list of sponsors include the following:

<b>Sponsor</b>	<b>Level</b>
Crystal City BID	Gold
DC Lottery	Gold
ICF International	Silver
Transurban	Silver
Bike and Roll	Bronze
Bikes@vienna	Bronze
City of Alexandria	Bronze
Capital Crescent Trail	Bronze
GeoEye	Bronze
Potomac Peddlers	Bronze

Peak Racks has committed an in-kind sponsorship of a bike rack; still working on MASN Sports Network and several other potential sponsors. The final deadline date for sponsor declaration forms is the end of January.

**4. T-Shirts**

Steering Committee members reviewed several T-Shirt samples within the yellow color spectrum and made selections by a show of hands. Numerous Committee members felt that in the past, there have been too many large and extra large T-Shirt sizes and not enough mediums and smalls made available. In an effort to better reach the ideal breakdown of T-Shirts sizes, Committee members were asked to provide written input on suggested sizes. The recommendations will be weighted by the number of registrants per pit stop and an average will be taken.

## **5. Flyer Concepts**

Four flyer concepts for the 2010 BTWD event were presented to the Steering Committee. The objective was to select one concept and/or combine elements of various concepts, to be further developed into the event flyer. The flyer selected for 2010 was entitled "Are you pumped?"

## **6. Bike to Work Day Web Site**

All pit stop managers were asked to visit the Washington Area Bicyclist Association web site at [www.waba.org/events/btwd/index.php](http://www.waba.org/events/btwd/index.php) to check their pit stop location, times and contact info for accuracy. Any changes needed should be emailed to [greg@wabab.org](mailto:greg@wabab.org)

Frank Stevens from Bowie recommended including the bicyclist's destination point in order to match those heading in the same direction who may wish to travel together. The Committee consensus was that this would need to be opt-in only.

## **7. Progress Reports from Pit Stop Managers**

Pit stop managers provided brief updates on activities surrounding the coordination of their pit stops.

## **8. Other Business**

Dan Hayes from College Park would like to explore hosting an afternoon pit stop.

Next BTWD meeting scheduled for Wednesday March 10, 2010 10:00 a.m.