



**BICYCLE ADVISORY COMMITTEE
MINUTES
October 24, 2017
6:00 PM**

The meeting was called to order at 6:00 with eight members present.

Members Present:	Haley Beaupre	Chris Gladora	Katie Lloyd
	Paul Benton	Debra Franklin	Buzz Morley
	Robert Boyer	Bryan Hall	

Members Absent:	Adam Raskoskie	Elizabeth Swanzy- Parker
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Staff Present:	Ben Miller	Keith Sorensen
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Agenda Item #1 Call to order

Mr. Benton called the meeting to order.

Agenda Item #2 Introduction of members and guests

Also present were Ryan Blalock with the City of Charlotte's Organization and Leadership Development Division and Martin Zimmerman of Green Mobility Planning Studio USA.

Agenda Item #3 Call to the public

There was no public comment.

Agenda Item #4 Review of the minutes

Ms. Lloyd made a motion to approve the September minutes, seconded by Mr. Morley. The motion passed unanimously.

Agenda Item #5 New Business: BAC Workshop

Mr. Miller introduced the task at hand and the reason for tonight's meeting, which is to discuss and determine the purpose and intent of the BAC and rules of procedure. He asserted there have been questions about the BAC's role and purpose, and that this might be a good time to check-in on BAC member's expectations. He explained that Mr. Blalock is here to help us establish ground rules for moving forward. Mr. Miller checked with the City attorney and was told that the committee needs to stay within the charge first given by Council, which is to advise on bicycle-related issues. The committee does not have the authority to rewrite the original purpose.

Mr. Blalock explained his role as the moderator/facilitator to help the group understand how they think about how they work together; do we have the same goals and outcomes in mind? Can the group's motivations all be aligned to work in the same direction? What needs to change, what can be tweaked to be more effective?

Mr. Blalock then initiated a brainstorm session to come up with what's working well and what could be improved. The members were asked to write their opinions on sticky notes and post them in either category (a full list of these comments is included in **Attachment A**). Mr. Blalock went over the positives first, which included connection to City staff, early involvement with CDOT projects, good communication with Sustain Charlotte, CATS, and other groups, respectful/good relations within the committee, and having the opportunity to weigh-in on projects and plans. Under "needs improvement" the following were noted: Charlotte-focused/other towns left out, not clear on deliverables, vote more on items?, organize meetings around a small number of goals, formalize interaction with elected officials, greater accountability to Council, devote more time to subcommittees to accomplish more, better relationships with police and schools. The question was posed, "Do we represent the Charlotte bike community well? Other items noted were: be more engaged with the public, let them know what we do, and connect better with other towns.

Mr. Blalock asked, "What are the quick fixes?" Mr. Morley suggested we formalize how to get things on the agenda: submit to the chair who then forwards to staff to put on the agenda. And we need to know the timeline for submitting agenda requests? Mr. Boyer alleged that member agenda items were sidelined for staff items; there's no guarantee your item will make it on the agenda. When questioned as to what the current procedure is, Mr. Miller explained that he creates a draft and shares it with the chair and vice-chair for review and edits. Mr. Blalock asked for ideas to overcome the perception that members' requests are overlooked. Ms. Lloyd suggested subcommittees be formed to bring agenda items to the BAC. Mr. Gladora suggested that at the beginning of the year we could generate ideas to set goals for the year ahead and those goals create the agenda items. Mr. Morley asked whether the BAC can establish subcommittees when needed, as the issues crop up. Mr. Blalock asked how do we get to where we need to be? Do we have that mechanism in place? He suggested it is going to take a lot of man-hours to make these goals happen and asked does the group truly have time to do that? What is reasonable? What really are the priorities?

There followed some discussion on the viability/pros and cons of having subcommittees verses individual assignments. It was suggested that the BAC could assign roles if it is not an ongoing issue/need. Mr. Blalock asked, "Do you really want to make it happen? If so, then how?" Ms. Lloyd posed the question of determining what is advocacy verses fact-finding? Mr. Boyer sees the connections with other agencies as a means to achieving the BAC's goals so therefore it is ongoing and thereby ought to have a subcommittee. Mr. Benton believes we need to first determine what our priorities are before we can decide the mechanisms to actualize them. There followed some discussion about what can be accomplished tonight. It was suggested there is power in numbers; the BAC ought not be the only organization making these recommendations

to Council. We need to get other voices behind our goals to reduce fatalities, overcome fear of cycling, etc. Mr. Benton said maybe we should reassess our goals and priorities month to month? Mr. Miller commented that the BAC's role per the Rules and Procedure is to make recommendations to Council, advise staff and help implement the Bike Plan. Ms. Lloyd asked where the line between being an advisory body and an advocacy organization. Mr. Miller answered that Council does not want to be surprised by one of their advisory committees. The group can be educational in terms of outreach but having a hardline agenda to try and push on Council may not be received well if it is not in alignment with council priorities.

Mr. Blalock asked how the BAC brings these ideas to fruition. Ms. Franklin nominated herself to be the Vision Zero/safety person to push that agenda forward. Ms. Beaupre asked as an individual going out into the community what does that look like? We need to do better setting that role--going out on your own as a representative of the BAC. She asked are we doing things based on fact or opinion. Ms. Lloyd proposed that between meetings members think about and bring back what they think are the most important goals and then vote on them to determine what we will work on for the year (instead of it just being ad hoc as it currently seems to be) and then report back on what the defined deliverables were from the last meeting. Mr. Miller asked how many priorities the committee should focus on. It was suggested to maybe limit the number of priorities to three or four.

Mr. Blalock asked the group how do we do outreach so we can tie in similar goals?

It was suggested that in addition to the main priorities, the group stay open to other new ones based on relationship opportunities with others. Mr. Miller suggested using an online survey as a means of collecting and tallying everyone's nominations for priorities. Mr. Boyer offered to consolidate comments from the group into distinct priorities. Ms. Beaupre said it is important to limit discussion so we don't get bogged down in digression. She stated that we should look at them as what we want to be measured by. It was suggested that the group also set what will be the continuous topics at the very first meeting of the year. This statement was countered by the comment that the group ought not to preclude new items coming up down the road at the same time.

December 19th was decided on for the meeting date to set these priorities and to use the November meeting to set the agenda. Mr. Boyer will work on winnowing down the list to a reasonable number to vote on before the December meeting by consolidating like ideas. It was suggested that the committee steer away from voting on every agenda item. Ms. Franklin came back to the question of how to improve public engagement? She asked the group whether there is a way to communicate the role and priorities of the BAC to the broader public. Social media was mentioned as a means of public outreach and education, but Mr. Miller pointed out that if the BAC were to maintain a Facebook page, it would require frequent monitoring to respond to comments and questions. The group came to a consensus they would like to be able to have specific, clear deliverables to showcase to the public to demonstrate accomplishments/purpose of the BAC.

Mr. Miller asked is there anything in the format of this meeting that is not working for the BAC. Mr. Boyer suggested it be made clearer that the public comment period is limited to the first ten minutes of the meetings. Mr. Blalock mentioned that some committees have a time keeper or a gavel to keep the meetings moving along. It was suggested that the group needs to do a better job of distinguishing between BAC members and the broader public.

Mr. Boyer stated he will collect, compile and have an overall list of priorities to vote on by the November meeting. He asked that each member please provide him ideas for priorities two weeks prior, by November 14. He will put the suggestions into a Google form.

Agenda Item #6 Old Business

There was no old business to discuss.

Agenda Item #7 Updates

There were no updates announced.

Agenda Item #8 Other business

Ms. Beaupre proposed once again hosting a non-mandatory holiday party sometime in December, with a specific date and time to be announced later.

Agenda Item #9 Confirm next meeting date and adjourn

The next BAC meeting is scheduled for November 28. The meeting adjourned at 7:55PM.