

Agenda for KBBC - Web Video Meeting
 9:30am (EST) Tuesday July 18, 2017
 Room 122 / 200 Mero Street
 KYTC Location in Frankfort, KY

<u>Locations:</u>	<u>In attendance:</u>
Kentucky Transportation Cabinet Central Office/ Frankfort	Lynn Soporowski, Troy Hearn, Carol Brent, and Ryan Halloran.
Via Web Camera & Phone	Bill Gorton, Doug Brent, Vince Carmen, Bill Brundage Jr., and Alex Gaddis
Via Phone	Kent Morrison

- Bring the meeting to order
- Treasurer's report
- Approve previous meeting notes ([2017 2nd Quarter meeting](#))
- 2017 Paula Nye Grant applications due October 1st, 2017
- Potential Statewide Bicycle Summit; who, what, when, where, why, and how. Funds allocated for the planning of this event. Sending out a request for host and organizers.
- New commissioners confirmed; welcome new commissioners!
- Possible KBBC recommendations to the KYTC. In the past, the commission has offered a list of recommendations to the Cabinet for ways and or projects that may improve bicycle travel (safety, law enforcement relationship, economic effect)
- Planning for 2017 KBBC Annual Conference. The event is planned to be in Louisville this year (tentatively scheduled for October 12-14th).
 - a. Starting day on Thursday again this year (business meeting)?
 - b. Will there be a bike ride; if so, what day?
 - c. Planning teams for:
 1. Location
 2. Sponsors
 3. Meals
 4. Bike ride
 5. Speakers

Meeting notes:

- The meeting was brought to order by Bill Gorton at 9:36am. Bill greeted everyone and provided a brief history of the KBBC and the KBBC's yearly conference during his tenure. Bill reminded his fellow commissioners of the dedicated KYTC webpage for the KBBC and the Facebook page (Bill said all commissioners should now have admin rights to the Facebook page). He also mentioned that the Facebook site now has over 1,000 "likes".
- Bill is the acting treasurer and provided a brief accounting for the KBBC; "the KBBC currently has \$9,500.77 in the bank". Bill explained that some previously awarded programs have returned unused funds in the past 4 months, resulting in a larger than normal positive balance for this time of year. Bill asked for volunteers to assume responsibilities of the KBBC treasurer duties instead of seeking or appointing one. Bill said he could, and probably will move the KBBC banking account to a more "statewide or national" company. "The current account is with a bank out of Ashland, KY", Bill explained this bank was chosen because one of the former treasurers (Melanie Bailey-Riffe) lived there. Bill also added the 2016 contribution from the Share the Road License plates (\$10 from each plate sold or renewed) should be deposited within the next few months.
- The commission reviewed the notes from the previous regular meeting (held April 18, 2017) and Vince provided a motion to accept those meeting minute notes. Doug provided the second and all were in favor.
- Troy reminded everyone the 2017 Paula Nye grant applications were due October 1st, 2017. Troy also mentioned that a half day of the end of the year conference was devoted to reviewing these applications and that he would send copies of those to the commission as soon as they are received. Alex asked if he (as a commissioner) is allowed to promote the Paula Nye memorial Grant with agencies he works with. Bill and Lynn both said yes, you can promote this funding source to all local governmental agencies and 501C3 groups. Lynn did add that he may need to excuse himself from voting when dealing with an agency he has worked for/with when recommending awarding funding to them. Troy asked Bill if he was going to prepare an announcement for or a request to host a future statewide bicycle summit (previously the

commission expressed interest in finding and resourcing a host to plan and conduct another statewide summit). Troy said the last statewide summit was held in 2014 and hosted by the KY Rails to Trails Commission and cost around \$40,000 in total expenses. Bill explained that this was partially funded through an awarded Paula Nye Grant.

- Bill gave a brief history of the KBBC's end of year annual conferences. Bill and Troy both explained the events had been held at state parks and cities around the state. Last year's conference was at Natural Bridge State Park and other locations have included Owensboro, Lexington, and Mammoth Cave National Park. Doug asked what the difference was between a "statewide" bicycle summit and the KBBC's end of the year conference. Bill said the KBBC event is like "mini statewide bike/ped summit". Bill and Troy both explained that a larger statewide summit had much more in the way of breakout sessions, larger meeting spaces, national level speakers/presentations, and the planning and coordination is much more work. Doug explained to the commission that he has been working on the planning for the 2017 KBBC annual meeting & conference (the commission previously decided to hold this year's conference in Louisville on October 12-14th). Doug said he has contacted several organizations in Louisville to inquire about meeting space for the event. Troy explained that last year the Paula Nye grant applications were reviewed on the Thursday morning before the conference started, instead of the Saturday morning after the conference. Troy said this seemed to be a better format and asked if this was going to be done again this year. The commission agreed to keep this format; the business meeting to review the 2017 Paula Nye grant applications is scheduled for 8:30am-12:00pm pm Thursday October the 12th. Doug said he would be working on finding locations that would accommodate the business meeting on Thursday as well as space for the conference on Friday. Bill mentioned that there has been a "social gathering" for this event in the past which has traditionally been the night before the conference (in this case being planned for Thursday evening (the 12th). Troy reminded everyone that the "social event" has been paid for through the contribution of event sponsors such as the Bluegrass Bicycle Club, the Louisville Bicycle Club, Stites and Harbison Law Firm, KY Adventure Tourism, and many others. Troy explained that the commissioners receive reimbursement for travel (hotel, food, and mileage only) through the Bicycle and Pedestrian Program, and the funding that covered the expenses for everything else were only possible from outside sponsorship of this event. Bill explained that the funds from outside sponsors were used to purchase foods/drinks, lunches, and other supplies for participants throughout the event.
- Other planning and considerations for the October KBBC conference included:
 1. Troy and Doug agreed that the event space should be close to available hotels. Both Doug and Troy have looked at several possible locations that are well suited for this with several hotel options.
 2. Several of the commissioners said they would work on possible sponsorship of this event to cover additional food and other expenses.
 3. Once the event locations are secured, the commission and Bike/Ped Program Office (Troy) will start planning for what food/meal options are available (social event on Thursday evening, breakfast for Friday morning, and lunch for Friday afternoon).
 4. Troy asked the commission to start requesting/finding speakers that may be appropriate and available for the event. Troy also offered to provide an educational presentation that explained the importance of communities having a bike/ped master plan. The presentation also covers how bicycle facility infrastructure is planned, constructed, the maintenance involved, and basic cost estimations for everything involved.
 5. Troy and Doug asked the commission to work on additional planning activities (social event host, meal planning, bike ride with the commissioners, and so on) as needed in the following months and that much of the planning shall be done via email and phone calls between the commission and the Bike/ped Program (Troy).
- Having no further business to conduct Vince gave a motion to adjourn the meeting; Doug provided the second and all were in favor. Meeting adjourned at 10:35am.