



Champaign County Bike Month 2025

Planning Team Meeting #1

DATE: Friday, June 13, 2025

TIME: 11:00 a.m.

PLACE: [Teams](#)

AGENDA

1. Introductions

2. Major Event Dates & Times

a. Bike to Work Day

- i. Working date: Tuesday, September 16
- ii. Rain date: Wednesday, September 17
- iii. Last year's date: Wednesday, September 18, 2024 (3rd Wednesday)
- iv. Since 2021, the Planning Team said we wanted to host this event on the 2nd Wednesday of September to allow for more promotion, registration, and preparation the week of the event.

b. Light the Night

- i. Working date: Wednesday, September 17
- ii. Rain date: Thursday, September 18
- iii. Last year's date: Thursday, September 19, 2024
- iv. Neither the proposed Bike to Work Day nor Light the Night dates will conflict with this year's APA-IL Conference (October 8-10).
- v. This group decided after Light the Night 2024 to have the light sets shipped to Champaign-Urbana before Light the Night 2025.
- vi. One agency will need to invoice the City of Champaign, City of Urbana, MTD, and the University of Illinois \$1,500 each for the cost of the lights.
- vii. 1,000 button blinky light sets were ordered in 2024 from Planet Bike.

3. Proposed Planning Team Meeting Dates & Times

- a. Dates: Every other Friday from July 11th September 19th
 - i. See attached schedule
 - ii. Add Thursday, June 26? Gabe is out of office Friday, June 27.
- b. Start Time: 11:00 am

4. Next Steps

- a. Sponsorship letter
- b. Save the Date distribution
- c. Roles & Responsibilities List
- d. Weekly Task List

5. Announcements

Proposed Next Meeting: Friday, July 11, 2025, 11:00 am, Teams