



Champaign County Bike Month 2026

Planning Team Meeting #1

DATE: Tuesday, June 16, 2026

TIME: 3:00 p.m.

PLACE: CCRPC John Dimit Conference Room, 1776 E. Washington St., Urbana

AGENDA

1. Introductions

- a. Name
- b. Agency/Organization
- c. Title

2. Major Event Dates & Times

- a. Bike to Work Day
 - i. Frames of reference
 1. First day of U of I classes: Monday, August 24
 2. Labor Day: Monday, September 7
 - ii. Last year's date: Wednesday, September 10, 2025
 1. 2nd Wednesday of September
 - a. 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.
 2. The week after Labor Day
 - iii. Proposal for this year's date: Wednesday, September 16
 1. Sorting Party: Monday-Tuesday, September 14-15
 - iv. Rain date: Thursday, September 17

- b. Light the Night
 - i. Last year's date: Tuesday, September 16, 2025
 - ii. Proposals for this year's date:
 - 1. Thursday, September 17
 - 2. Tuesday, September 22
 - iii. Rain date:
 - 1. Tuesday, September 22
 - 2. Wednesday, September 23
 - iv. Ordering lights through Planet Bike

3. Proposed Planning Team Meeting Dates & Times

- a. 60 minute meetings to discuss updates on tasks
- b. Dates: Selected Fridays
 - i. Range: Friday, July 10 – Friday, September 25
 - ii. 2nd & 4th Fridays of the month
 - iii. Every other Friday
- c. Time: Preference for mornings or afternoons?
 - i. 11:00 am
 - ii. 2:00 pm
 - iii. 3:00 pm

4. Next Steps

- a. 2026 Sponsorship letter updates & distribution
- b. 2026 Donation Cause
 - i. Safe Routes to School / Earn-a-Bike?
- c. 2026 Save the Date distribution
- d. Planning Team Roles & Responsibilities List
- e. Planning Team Weekly Task List

5. Announcements

Proposed Next Meeting: Friday, July 10, 2026, TBD, Teams