**April 1, 2019**

**1 pm – 2 pm at F&S (Room 128)**

**Attended by:** Chantelle Hicks (AdBuzz), Morgan White (F&S Sustainability), Jasmin Tew (MTD), Cynthia Hoyle (MTD), Erik Riha (Illini Union), Dave Ivey (Parking), Zishen Ye (SSC), Alana Harris (Campus Rec), Jake Benjamin (CBC), John Lantz (Office of the Dean of Students), Kate Brantz (?), Stacey DeLorenzo (TDM), Kent Jones (UIPD), Jeff Yockey (CCB), Autumn Soliman (MTD), Evan Alvarez (MTD), Michelle Guerra (Staff HR), Jordan Goebig (iSEE), Sarthak Prasad

* Chantelle introduced Bike at Illinois to the group
* Cythia talked about the Bike Month, and she shared some of the events that will be happening during the month of May (Bike Month)
	+ Bike Month calendar
	+ Youth Instructor training
	+ Traffic Skills 101 – 2-3 hours
		- Cynthia mentioned Ride Illinois, a Bike Advocacy group, who helped develop the Bike Safety Quiz (takes 15 minutes)
		- Candidates for Traffic Skills 101 will have to take the Bike Safety quiz before the class
	+ Cynthia said that we need to advertise to reach a bigger audience
* Morgan talked about the Bike Fee at the University
	+ She said that we want to talk to this group/committee (for the coming years) to discuss how and where to spend the funds from Bike Fee
		- There is a lot of leg work required
* Chantelle then talked about the events planned by Bike at Illinois
	+ Lock Your Bike Right
		- Video/Picture contest for students
		- Prize distribution on May 1
* Chantelle asked if there should be a shared calendar to collaborate better
	+ Cynthia said that there is calendar for Bike Month (that she manages)
	+ Erik suggested Google Maps that is shared with everyone in this group
		- He said that the Campus Wellness calendar uses this platform
	+ Alana said that the Grad School uses Webtools form to submit calendar events
	+ Morgan suggested that we could have something like a Listserv
		- The group agreed to this
* AdBuzz will create a Listserv for this group for communication
* We can have a weekly digest
	+ Not with a “Reply all” function
* Cynthia said there are several LCIs, and they can hold bike events
* Cynthia talked about the Bike Safety or Instruction classes
	+ She has one scheduled during the Bike Month (May)
	+ Morgan asked if she can do another class for the University
		- Cynthia said that she could
			* enough space (parking lots)
			* 6-8 instructors with 15 people limit
		- Cynthia said they could do more than one group, but we will have to advertise
	+ Cynthia said that we can do
		- Bike checks
		- Learn to Bike classes for adults as well
* Morgan talked about abandoned bikes and riding in the wrong direction, etc.
* Alana told the group that the Campus Bike Center will be moving this summer
	+ She said that they would like a shared calendar (and more) and other resources
* Kent said that there were many bikes stolen
	+ The issue with VeoRides – Bikes left in the middle of sidewalks or driveways etc
		- People leave the VeoRide bikes wherever they are as soon as the money runs out
	+ Morgan said that VeoRide is working with F&S to develop No-Parking Zones
* Incentives should be given to those who park the bikes right
	+ VeoRide e-bikes will be launched on Wednesday at the UGL Plaza
* We can include Bike at Illinois and the information on Bikes in the
	+ Illini Union Parent Guide
		- Parent Family Office
	+ We can work with the Campus rec Guide
	+ Working on getting a table for the Summer Orientation
* Morgan said that the Bike Fee could contribute to the year end round up
* Kent said that UIPD still has the Boots
* We talked about how to promote “Register Your Bike”
	+ Talk to housing and get a table
		- Target 1-2 week after the move-in
	+ Biggest hassle - ?
	+ Talk to ISSS
	+ Add “Register Your Bike” with campus enrollment
	+ DIY kiosk to “Register Your Bike”
		- We can add them to existing Kiosks at Campus Rec
		- ***Registration through Kiosks – Morgan, Alana, Jeff Yockey, and Parking should talk more about this***
* The group agreed to have a Monthly Newsletter
* The group agreed to meet once a semester (?)