



Champaign-Urbana Bike Month 2023

Planning Team Meeting #1

DATE: Wednesday, July 12, 2023

TIME: 3:00 p.m.

PLACE: Zoom – <https://ccrpc.zoom.us/j/87684897439?pwd=Zk1QdVhDVGFhLTg2NFdDT2swYnZ0UT09>

AGENDA

1. Introductions – Everyone
2. Dates & Times – Gabe
 - a. Events
 - i. Bike to Work Day – Tuesday, September 12 *or* Wednesday, September 13
 1. Since 2021, we said we wanted to host this event on Wednesday to allow for more promotion, registration, and preparation the week of the event.
 2. This will conflict with the APA-IL Conference in Naperville, but this will probably not affect the majority of the Planning Team.
 3. Rain date: Friday, September 15
 - ii. Light the Night – Thursday, September 14
 1. Rain date: Tuesday, September 19
 - iii. Student Planning Organization's (SPO) PARKing Day – Friday, September 22
 - b. Proposed Planning Team Zoom Meetings
 - i. Dates: Every other Wednesday through September 20th
 - ii. Start Time: 3:00 pm or 3:30 pm
3. Guiding Materials: Roles & Responsibilities List and the Weekly Task List – Gabe
 - a. Will CCB be hosting any Bike to Market Saturdays this fall?
 - b. Tasks proposed between now and the next Planning Team meeting:
 - i. Update Bike Month 2023 Sponsorship Letter (CCB/Gabe)

- ii. Determine Bike Month 2023 Donation Purpose & Target Fundraising Goal (CCB/Planning Team)
- iii. Distribute Bike Month 2023 Sponsorship Letter (CCB/Planning Team)
- iv. Request 2023 sponsorship from Bike Month 2022 sponsors (CCB)
- v. Initial contact to 2022 and new Welcome Station Managers (Gabe/Planning Team)
- vi. Initial website updates (RPC/CUSRTSP)
- vii. Update bus board artwork (RPC/CUSRTSP)
- viii. Initial contact to publicity partners: Cities, UIUC, media (Gabe/Sarthak/Planning Team)

4. Light the Night Discussion – Sarthak

5. Announcements

Proposed Next Meeting: Wednesday, July 26, 2023, 3:00 pm, Zoom