

## MEETING MINUTES

DATE: July 1, 2015, 6-7 pm

SUBJECT: Federal Interagency Bike Working Group, Meeting #2

LOCATION: Ford House Office Building, 3rd Floor, Room 301

Attending:

1. Overview and Introductions
2. Review minutes of April 13 Kick-off Meeting
3. Important issues or topics discussed at last meeting/on Google Fed Bike Group
  - a. Discussed communicating by email as well as Fed Bike group.
  - b. Consider setting up discussion threads for each of these:
    - i. Sharing best practices - within your agency. There are lessons learned. There should be an inventory of each agency's bike infrastructure. What is important in your agency? What drove the improvements at your agency? The inventory should be compiled. Leased facilities vs owned facilities. There should be a map with the locations of all the agencies. Which agencies have bike coordinators? EPA has two bike coordinators at two locations, Crystal City and Ronald Reagan. State has one.
    - ii. Improving facility infrastructure
    - iii. Getting more people involved/promoting bicycling within agency. We are such large agencies, at the AOC we have not really tapped into folks in different agencies within our building(s). At State, there is a bulletin wall at their bike lockers. Commerce bldg. 5 agencies and 3500 people within the building. Folks have annual events around Earth Day and BTW Day. One theme is a static location, another theme is a periodic event. There should be incentives with giveaways. Get the fear factor out of commuting. Transportation survey, we could post on FedBikes. Lunchtime rides.
    - iv. Communications – setting up email group

- v. Agency bicycling reimbursable/ Agency share bike. Add this to our best practices.
  - vi. Agency Events/ Organizing an Interagency Event – Federal Biking Bike Challenge
  - vii. Bike Friendly Business
  - viii. Other
4. Working Group Goals Discussion
- a. Establish 4 work groups
5. Logistics and Next Steps
- a. Create threads and get participants that could form working groups.
    - i. Bike coordinator best practices could be a thread.
  - b. Working group management and structure
  - c. Location of Meetings
    - i. It would be good to map out where people work and live to find the best location to meet.
    - ii. 14 people responded to come to this meeting.
    - iii. Next meeting will be in September.
    - iv. Potentially find locations and rotate.
    - v. Kate will ask the Geographer of the U.S. about how we can map folks' locations.
  - d. Next Steps
    - i. AOC Lunchtime bike ride locations.
    - ii. Get threads set up and get it populated.
    - iii. Post AOC Bike Group Compass articles.

Note: David Alexander of EPA joined the meeting late.