

Bike Fitchburg - February 2026 Meeting Minutes

Bike Fitchburg makes biking and walking easier, safer and more fun in Fitchburg, Wisconsin



Date: February 23, 2026

Time: 7:00 PM – 8:30 PM

Location: Fitchburg Senior Center, Syene Room

Presiding Officer: Darryl (President)

Attendees: Darryl, Steve, Bill, Mark W, Mark H, Tony, Mike, Noah

1. The meeting was called to order by Darryl at 7:00 PM.

2. January 2026 Board Meeting Minutes were approved with no changes

3. Meeting Minutes - Process Innovation

The long-term sustainability of volunteer-led boards requires constant innovation to minimize administrative burdens and maximize mission-focused output. Streamlining the record-keeping process ensures that leadership can focus on high-level advocacy and community engagement.

Mark W. detailed a recent comparative experiment between AI transcription tools, specifically Otter AI and Notebook LM. The board reviewed the efficiency gains from this transition: manual transcription historically required three to four hours per month, whereas the AI-assisted summarization via Notebook LM was completed in under ten minutes. A critical factor for the board's consideration was the cost-benefit analysis; Notebook LM is currently a free product, offering significant labor savings at zero cost to the organization. While the tool provides high accuracy and helpful verbosity, it was noted that the tool occasionally misspells specific names or misses on context, corrections and validation of minutes accuracy still requires human oversight.

The board reached a consensus that the Secretary is authorized to utilize these AI tools, provided the final product is reviewed and corrected for accuracy before submission. This transition represents a strategic modernization of the board's administrative infrastructure. Following this discussion, the board turned to its annual leadership transitions.

4. Annual Board Elections and Leadership Transition

Strategic leadership succession and board continuity are essential for maintaining organizational momentum. By balancing the retention of institutional memory with the introduction of new leadership perspectives, Bike Fitchburg ensures its advocacy remains both stable and dynamic.

The board conducted elections for the Board of Directors Class of 2026-2027. Darryl, Steve, and Bill were re-elected to their director seats. Tony expressed his intention to resign from the board but agreed to remain on a "month-to-month" basis to ensure the board maintains a quorum and avoids immediate vacancies while seeking a replacement.

The election of new officers followed the director seat votes:

- **President:** Mark Wilkerson
- **Vice President:** Bill Jetzer
- **Treasurer:** Steve Arnold
- **Secretary:** Mark Hamilton

To preserve institutional memory, the board reaffirmed the "Immediate Past President" role for Darryl, who will continue to serve on the Executive Committee to support Mark Wilkerson. Mark Wilkerson committed to mentoring Mark Hamilton on the new automated minutes process to ensure secretarial continuity.

5. Events Calendar and Resource Allocation

Community events are the primary vehicle through which Bike Fitchburg fosters public engagement and demonstrates the benefits of a bicycle-friendly community. Proper resource allocation for these events is vital for effective outreach.

The board reviewed events scheduled for March and April 2026:

- **Bike-o-Rama (March 13-15):** The board analyzed the 32-hour table coverage requirement and the impact of the \$10 parking fee on volunteer recruitment. Mark Wilkerson will lead recruitment and negotiate the hours and parking logistics with Ben from Motorless Motion.
- **Belmar Hills Park Bike Rodeo:** led by Mike Grady on April 4th
- **WI Eco Latinos (April 18):** To be held at Hosto Hoci (formerly The Hub). Steve will lead the coordination alongside Nani from the Bike Fed, with a specific focus on recruiting Spanish-speaking volunteers.
- **Celebrate Trails Day (April 25):** The board will host a "Recreation Station" from 10:00 AM to 1:00 PM. Logistics involve the use of the Urban Arrow electric cargo bike to transport the cooler, literature, and equipment to the site.

We declined an invitation to the Middleton Earth Day event due to its distance and the board's strategic focus on the Fitchburg service area.

6. Bicycle Friendly Business (BFB) Program and Advocacy Updates

The Bicycle Friendly Business (BFB) program is a strategic lever for improving Fitchburg's national city rankings and fostering a local culture of cycling. Steve reported that Fitchburg currently holds 35 BFB awards, ranking 6th in the nation. To reclaim 5th place from Bentonville, Arkansas (37 awards), and eventually surpass Alexandria, Virginia (42 awards).

Recent BFB award winners include:

- Alterra Design Homes (silver)
- The Juniper (silver)
- Tabby & Jack's (bronze)
- Ten Pin Alley (bronze)

A major focus is the Promega application. Promega's "platinum-level" culture is evidenced by a 40-cent-per-mile commuter incentive and "guest houses" on Lacy Road that provide bicycles for international visitors.

Mark Wilkerson will understudy Steve on this application to ensure mentorship in the BFB process.

7. Regarding infrastructure, the Kyle Stiegert Greenway has achieved 501(c)(3) status.

The project has raised \$31,000 to date, significantly bolstered by a January fundraiser for Kyle's birthday that raised \$15,000. Having reviewed these advocacy successes, the board turned to technical and legislative policy.

8. Technical Infrastructure and Legislative Policy

Data-driven advocacy, including mapping and legislative monitoring, is essential for aligning Fitchburg's infrastructure with safety standards. The board discussed the "Open Street Map" (OSM) and "City Ratings" initiative, noting Fitchburg's current score of 48/100. This score is largely attributed to the city's composition being two-thirds rural, which impacts connectivity metrics. Steve proposed a "Mapathon" to improve data accuracy for the upcoming June ratings.

Legislative updates focused on several key policy areas:

- **Complete Streets:** Advocacy for state-level policies requiring pedestrian/bike infrastructure in road projects.
- **Eminent Domain:** Discussion of state restrictions that hinder land acquisition for bike paths, specifically impacting the Fitchrona/Lacy Road roundabout project.
- **Photo Enforcement:** Support for the Milwaukee-based five-year trial for speed and red-light cameras, which would require the passage of an "owner responsibility" law.

9. Adjournment: The meeting was formally adjourned at 8:26 PM. **Next Meeting:** March 23, 2026.

10. Addendums

a. Treasurer Report - Through February 28, 2026

Checking balance \$12,459.90; savings balance \$1803.97

Last month we spent \$45.98 for coffee for our International Winter Bike to Work Day commuter station. We wrote a check for \$2424.03 to The Cargo Bike Shop for trishaw batteries and a four-point harness for the Bike Fed's (and our future) trishaw from Cycling Without Age Fitchburg (CWAFF) funds, but that check has not cleared. Tim will deposit it when VanRaam accepts our order. I donated \$160 to cover the cost of a Zoom Pro account for a year and we received \$50 from RunSignUp for one registration and a donation for Pick Me Up.

We earned \$0.28 in interest on savings. They are likely paying a higher rate.

Inventory was unchanged.

The checking account balance includes restricted amounts:

- i. \$882.66 from the AARP grant for Greenway System signs (unchanged),
- ii. \$5444.37 in the Cycling Without Age fund (decreased \$2424.03), and
- iii. \$10 in registrations for ¡Pick Me Up! for 2026 (increased \$10).

Future expected transactions include costs of Bicycle Friendly Business award plaques and application fees, another donation of \$100 from Alterra Design Homes for path etiquette signs,

and expenses for setting up the CWA Fitchburg non-profit corporation. (When fully operational, funds belonging to that effort will be transferred to the spinoff corporation's new bank accounts and Bike Fitchburg, Inc. will cease being their financial agent.) Funds in our savings account over the minimum deposit are committed to matching future CWA Fitchburg donations.

I filed our annual tax return, the 990-N "e-postcard", certifying our receipts were not over \$50,000. No tax was due.

Board members are reminded that ¡Pick Me Up! is open and folks are encouraged to make an additional donation to Bike Fitchburg with their \$10 (WI Bike Fed supporters) or \$20 (all others) registration fee. However, board members should not make donations that way, as RunSignUp takes a percentage as a service fee. When friends and family want to donate to Bike Fitchburg, just write a check to Bike Fitchburg, Inc., and give it to me!

Our net worth increased by \$154.30 to \$5692.81 in February due to the reimbursement for the Zoom subscription.

b. Motions

Motion	Primary Discussion Point	Result
Approval of Past Minutes	Review of January minutes for accuracy.	Passed
Authorization of AI Tools	Approval of Notebook LM for minutes with Secretary oversight.	Passed
Re-election of Board Class	Re-election of Darryl, Steve, and Bill (Class of 26- 27).	Passed
Election of President	Nomination of Mark Wilkerson for President.	Passed
Election of Officers	Bill (VP), Steve (Treas), Mark Hamilton (Sec).	Passed

c. Action Items

Task Description	Owner	Comments DPBU = Done Pending Board Update	Status
Bike-o-Rama Logistics	Mark W	Negotiate hours/parking with Ben (Motorless Motion). See BF Board Group Conversation	Complete
Eco Latinos Coordination	Steve	Secure Spanish-speaking volunteers for April 18.	Open
Promega Application	Steve	Mark W to understudy Steve on the application process.	Open
Secretary Transition	Mark W	Conduct training on the AI minutes process before March.	Open