

Activities to Date for Program Manager

February

1. Feb. 22nd Wishes for the Sky Earth Day planning event.
2. Feb. 22nd Tour Leamington Ramp space
3. Feb. 25th Bike Walk Streets with Transit for Livable Communities (TLC).
4. Feb. 26th Bike Walk Streets Training with Transit for Livable Communities
5. Feb. 27th NTP Program Update
6. Feb. 27th Starting process for hiring Ambassadors
7. Feb. 28th Leamington Ramp space design meeting
8. Feb. 29th Bike Walk to Work Week Steering Committee

March

1. Mar. 4th Met with communications to map out Spring and Summer activities
2. Mar. 5th Met with Bike Advisory Council Chair
3. Mar. 5th Met with Bike Advisory Council
4. Mar. 5th Met with TLC on Bike Walk Ambassador work-plan
5. Mar. 8th Neighborhood Sustainability Conference
6. Mar. 12th Pedestrian Advisory Council meeting
7. Mar. 14th Met with Communications staff from TLC to outline needs
8. Mar. 14th Bancroft Green festival Planning meeting
9. Mar. 17th Getting Started at the City training
10. Mar. 19th Held first round Ambassador interviews
11. Mar. 20th Held first round Ambassador interviews
12. Mar. 24th Held second round Ambassador interviews by phone
13. Mar. 25th Held second round Ambassador interviews by phone
14. Mar. 26th Met with City of Minneapolis attorneys office on sponsorship and volunteer issues.
15. Mar. 26th Attended the Pedestrian Master Plan open house.
16. Mar. 28th Attended Connecting with our Communities Training
17. Mar. 31st Met with City of Minneapolis Health and Family Services on safe routes to school and steps programs.

April

1. April 1st New Employee Orientation
2. April 2nd Scheduled first Steering Committee meeting
3. April 5th Met Jim Oberstar and attending the Oberstar Forum
4. April 7th Livable streets conference
5. April 8th Met with Mia Burk of Alta Group to discuss livable outreach and education
6. April 9th Safe Routes to school meeting
7. April 9th finalized hiring decisions and started step paperwork
8. April 10th Met with City of Minneapolis Step Staff to discuss program ideas
9. April 17th Design Workplace Presentations for bike commuting
10. April 20th Attended Wishes for the Sky Earth day event Hosted Bike Parking

11. April 21st made job offers to two of the Ambassadors
12. April 21st Bike Summit
13. April 22nd Met with TLC to update on Ambassador hires
14. April 23rd Attended supervisor training
15. April 23rd Macalester College Lunch and Learn Bike Commuting Clinic
16. April 24th Interviewed PR consultants with TLC
17. April 30th Processed Ambassador hiring packet and conducted orientation.
18. April 15-31st Completing move into new Leamington Parking Ramp Location

May

1. May 1st Hired Final Ambassador
2. May 3rd & 4th Living Green Expo, route finding and outreach to public
3. May 5th & 6th League of American Cyclist Road 1 Certification, Bicycle road safety and proficiency training
4. May 7th Supervisor Training
5. May 7th update Work-plan for Steering Committee meeting.
6. May 8th Bike Walk Ambassador Steering Committee Meeting
7. May 12th Commuter Challenge
8. May 13th Seminar at the U of M on Physical Development as it relates to Youth Development
9. May 14th Bike Walk to Work Day
10. May 13th, TMO commuting clinic, URS Corporation (Minneapolis), route finding and outreach to public
11. May 16th Grand Opening of the Midtown Bike Center
12. May 17th Bancroft Green Festival- Education and Outreach to Bancroft residents
13. May 18th Sabo Bridge Opening
14. May 19th Bike Walk Ambassador and NTP Coordinator Teambuilding Day
15. May 24th Interviewed on KARE 11 for The Bike Center
16. May 29th Step Up Supervisor Training
17. May 29th Understanding City Chambers Training
18. May 1-29th directed the creation and edited Ambassador sub-work plans and research summaries and bibliographies.

June

1. June 3rd Interview with Step Up Youth Ambassador
2. June 5th Interview with Step Up Youth Ambassador
3. June 9th & 10th Council of Nonprofit Leadership summit networking with nonprofit communities.
4. June 12th Bike Walk Ambassador Steering Committee Meeting
5. June 12th Informational meeting, 4 focus groups with Minneapolis 311
6. June 13th meeting with Minneapolis Community Education
7. June 16th 4 Step Up Youth Start
8. June 18th City Bicycle Master Plan Open House
9. June 19th Minneapolis Bicycle Infrastructure and Trail-Oriented Development Tour
10. June 22nd Staffed booth at Global Bike Day at the Midtown Global Market.

11. June 26th Youth Ambassador Sub Committee meeting

July

1. July 3rd Safe Routes to School meeting with Public Schools, Dept of Health & Family Support and outside consultant
2. July 8th Update Bike Walk Ambassador job descriptions
3. July 9th Set tentative date for Ambassador Program Launch
4. July 10th Bike Walk Ambassador Steering Committee Meeting
5. July 10th Bike Film Festival
6. July 14th Tour of Quality Bike Products
7. July 14th Submit proposals for three American Planning Association National Conference Mobile Workshops.

Activities to Date for Youth Coordinator Ambassador

May

19. May 3rd & 4th Living Green Expo, route finding and outreach to public
20. May 5th & 6th League of American Cyclist Road 1 Certification, Bicycle road safety and proficiency training
21. May 7th TMO Lunch and Learn in Downtown St Paul, route finding and outreach to public
22. May 8th Bike Walk Ambassador Steering Committee Meeting
23. May 12th Commuter Challenge
24. May 13th Seminar at the U of M on Physical Development as it relates to Youth Development
25. May 14th Bike Walk to Work Day
26. May 16th Grand Opening of the Midtown Bike Center
27. May 17th Bancroft Green Festival- Education and Outreach to Bancroft residents
28. May 29th Step Up Supervisor Training
29. May 29th meeting with Health & Family Support (Patty Bowler, Julie Danzl, Lara Tiede) on Safe Routes to School program

June

12. June 2nd Interviews with Step Up Youth Ambassadors
13. June 3rd New Employee Orientation
14. June 3rd Interview with Step Up Youth Ambassador
15. June 4th Access 1 training
16. June 5th Access 1 training
17. June 5th Interview with Step Up Youth Ambassador
18. June 12th Bike Walk Ambassador Steering Committee Meeting
19. June 12th Informational meeting, 4 focus groups with Minneapolis 311
20. June 13th meeting with Minneapolis Community Education
21. June 16th 4 Step Up Youth Start
22. June 17th Service Learning Summit at Metro State University
23. June 18th City Bicycle Master Plan Open House

24. June 19th Minneapolis Bicycle Infrastructure and Trail-Oriented Development Tour
25. June 26th Youth Ambassador Sub Committee meeting
26. June 30th Build-A-bike program with Step Up Youth at FullCycle Bike shop, program out of Pillsbury House (youth ambassadors built bicycles.)

July

8. July 3rd Safe Routes to School meeting with Public Schools, Dept of Health & Family Support and outside consultant
9. July 9th Major Taylor Presentation at FullCycle
10. July 10th Bike Walk Ambassador Steering Committee Meeting
11. July 10th Bike Film Festival
12. July 14th Tour of Quality Bike Products

Activities to Date for Event and Volunteer Ambassador

MAY

1. May 3rd & 4th—helped distribute information about bicycling and walking at the Living Green Expo.
2. May 5th & 6th—completed Road I certification via the League of American Bicyclists.
3. May 7th—staffed a table at the downtown St. Paul TMO's commuter fair.
4. Attended monthly meetings of the Bike Walk Ambassador Steering Committee.
5. Completed a literature search and review of topics related to the Bike Walk Ambassador Work-plan.
6. May 12th—attended the Great Commuter Challenge.
7. May 13th—presented a Bike Commuting Clinic at URS Corp in conjunction with the Minneapolis TMO.
8. May 14th—staffed a table at the Bike Walk to Work Day celebration in downtown Minneapolis.
9. May 16th—helped to staff the opening of the Midtown Bike Center.
10. May 19th—Team building day
11. Attended regular team meetings.
12. May 21st—met with Troy Pieper from the Hub Bike Co-op to discuss future program collaborations and opportunities.
13. Attended monthly meetings of the Pedestrian Advisory Committee; served as note taker.

June

1. June 3rd—completed the City of Minneapolis New Employee Orientation.
2. June 4th & 5th—completed Access Database Training.
3. Completed a sub-work plan.
4. Helped the organizers of Global Bike Days with targeted promotion of their event.
5. June 12th—informational meeting, 4 focus groups with Minneapolis 311
6. June 18th—attended an open house for the City of Minneapolis Bicycle Master Plan.
7. June 19th—Attended Minneapolis Bicycle Infrastructure and Trail-Oriented Development Tour.
8. June 22nd—staffed a booth at Global Bike Day at the Midtown Global Market.

July

1. Edited a job description for the Events & Volunteer position.
2. Began developing a Volunteer Program.

3. Began recruiting volunteers to attend the Road I trainings in late July and late August.
4. July 1st—presented a Bike Commuter Clinic at a business in Edina.
5. July 1st—attended Shaun Murphy’s trainings on the NTP Pilot Project and related bike and pedestrian initiatives.
6. July 7th—met and began developing plans for Ambassador Launch.
7. July 8th—met and began developing a “Bike to the Lynx Game” event with various stakeholders.
8. July 8th—met and began discussing possible collaborative programs with the University of Minnesota’s bike program.

Activities to Date for Research, Development, and Campaigns Ambassador

May

1. May 3rd, Living Green Expo, route finding and outreach to public
2. May 5th & 6th, League of American Cyclist Road 1 Certification, Bicycle road safety and proficiency training
3. May 7th, TMO Lunch and Learn in Downtown St Paul, route finding and outreach to public
4. May 8th Bike Walk Ambassador Steering Committee Meeting
5. May 8th Bike Maintenance 101 Clinic @ REI (Bloomington), route finding and outreach to public; publicizing Bike Walk to Work Week
6. May 12th, Commuter Challenge
7. May 12th, Mobile Workshops for American Planning Association National Conference meeting, Minneapolis
8. May 13th, TMO commuting clinic, URS Corporation (Minneapolis), route finding and outreach to public
9. May 14th, Bike Walk to Work Day
10. May 16th, Grand Opening of the Midtown Bike Center
11. May 21st, Bicycle Advisory Committee Workshop on the Bicycle Master Plan
12. May 22nd, ½-day Minneapolis New Employee Training
13. May 29th Step Up Supervisor Training
14. May 29th meeting with Health & Family Support (Patty Bowler, Julie Danzl, Lara Tiede) on Safe Routes to School program

June

1. June 2nd Interviews with Step Up Youth Ambassadors
2. June 3rd New Employee Orientation
3. June 4th Access 1 training
4. June 5th Access 1 training
5. June 10th, Wells Fargo call setting up needs for Bicycle Commuting Group conference call
6. June 12th Bike Walk Ambassador Steering Committee Meeting
7. June 12th Informational meeting, 4 focus groups with Minneapolis 311
8. June 17th Teleconference with Wells Fargo employees, Bicycle Commuter Working Group, outreach to business community
9. June 18th City Bicycle Master Plan Open House

10. June 19th Minneapolis Bicycle Infrastructure and Trail-Oriented Development Tour
11. June 26th, Call with Chicago Bike Coordinator regarding map-making standards and process
12. June 30th, Minneapolis Downtown TMO Commuting Clinic, Wells Fargo

July

1. July 1st, Bicycle Commuting Workshop, Zimmer, Inc. (Edina)
2. July 2nd, Bicycle Advisory Committee tour of Northeast Facilities
3. July 2nd, Meeting regarding bicycle parking at Leamington Parking Ramp facility
4. July 8th, Downloading Midtown Greenway bicycle counts data
5. July 9th Major Taylor Presentation at FullCycle
6. July 10th Bike Walk Ambassador Steering Committee Meeting
7. July 10th Bicycle Film Festival
8. July 14th Tour of Quality Bike Products, learning about their commuting program and community outreach activities