**Colorado State University**Logo

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**Alternative Transportation Fee Advisory Board Academic Year: 2022-2023**

Date of Meeting: 2/27/2023

Ram’s Horn Conference Room

Recorded by: Trevor Hale

1. **Call to Order – 5:30pm**
2. **Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Affiliation | Present? |
| Helen Flynn | Chair | Executive Board | Y |
| David Wise | Vice Chair | Executive Board | Y |
| Ken Kinneer | Financials | Executive Board | Y |
| Michael Needham | Secretary | Executive Board | Y |
| Omar Soliman | Representative | ASCSU At Large | Y |
| Allie Claar | Representative | ASCSU At Large | Y |
| Cady Gebhart  Ray Mendoza | Representative  Representative / Alt | Ag Sciences | Y |
| Brian Deegan  Andy Goeke | Representative  Representative / Alt | Business | Y |
| Trevor Hale  Rachel Hernandez | Representative  Representative / Alt | CVMBS | N |
| Zachary Cramton  Lilly Perez | Representative  Representative / Alt | Engineering | Y |
| Emily Gordon  Justin Hudson | Representative  Representative / Alt | Graduate School | Y |
| Kiana Smith  XX | Representative  Representative / Alt | HHS | Y |
| Jacob Pendergast  XX | Representative  Representative / Alt | Liberal Arts | N |
| Rachel Jacks  Anna Parry | Representative  Representative / Alt | Natural Sciences | Y |
| XX  XX | Representative  Representative / Alt | Undeclared | N |
| Lucas Bunger  XX | Representative  Representative / Alt | Warner College | Y |

Has Quorum Been Reached? Yes  / No

*“Quorum shall consist of seven (7) voting members”.*

[ATFAB Bylaws, Article V, Section 5](https://atfab.colostate.edu/atfab-bylaws/)

*“Voting members shall consist of student members of undergraduate college councils, a student member from the Undeclared Leadership Council,  a student member from the Graduate School Council, and two student-at-large members. Associate members shall not have voting rights unless the primary representative from their area of affiliation is not present to vote.“*

[ATFAB Bylaws, Article III, Section 1](https://atfab.colostate.edu/atfab-bylaws/)

1. **Open Items**
   1. Approve Minutes from Previous Meeting
2. **New Business**
   1. **Presentation:**

* Heather, Matthew, Grant from the Spoke
* Spoke established in 2014 at Laurel Village
  + Very small space
* Mobile shop established by ATFAB in 2018
  + Very helpful for reaching more students and a wide range of students
* Spoke Project Values
  + Maintain our essence
  + Education
    - Allow students to fix their bike in the future and on their own
  + Knowledge is free
    - Anybody should be able to learn- materials still cost money though
  + Sustainability
    - Reduce car dependence.
    - Their shop uses sustainable practices—recycled solvents and gear where possible
  + Student success
    - Remove barriers to student success—should be able to get to campus safely and timely
* Operations
  + Mon-Fri 11-5 during academic year
  + By appointment during breaks
  + Always staffed by 3 mechanics
  + Mobile shop:
    - Mon-Fri for 2 hours during peak season (extended to include Feb and Nov)
    - Choose high-traffic locations
  + Spoke operations center
    - Offers support to the shop and mobile site
    - Market and advertise the Spoke and mobile sites
    - Track metrics
    - Shows their team where they can improve
    - Social media
      * Letting people know about where the mobile site will be
* Staff
  + 19 mechanics including apprentices
  + Apprenticeship program is being beefed up-- new curriculum
  + Trying to change demographic of staff to make the space more welcoming for other demographics
    - 8 female identifying mechanics, Spanish speakers as well
* Budget
  + Labor costs fluctuate according to apprenticeships
  + Summer costs are expected to rise by $2k
  + Move-in week is big, often funded by HDS--- not confirmed for FA 23
  + $81k ask for labor
    - Increased from last year due to min. wage increase
    - Had to bump everyone up to avoid compression
  + $13k ask for mobile shop labor
  + $6k ask for mobile shop IT = software
  + $2k ask for mobile shop materials and consumables
    - Using this money from last year to buy an Ebike to help pull the mobile shop
    - Small things like grease and oil that people aren’t charged for
  + Matching funds
    - HDS cannot confirm $5k in labor support for move-in
      * Should hear back this spring
    - HDS Supports the LV shop and provides $4.2k in marketing support
    - Central receiving provides around $21k in various kinds of support
* Question Finance chair: does any money come in from memberships etc.
  + Ans: they do sell some products and services which fund everything that isn’t funded in the budget they provided.
* Question Vice Chair: have you considered asking for more money from ATFAB instead of raising prices on services and products
  + Ans: we have to abide by the market value for services so that local shops are not cut out of the market. Cannot provide lower prices to students for the same reason
* Q Finance chair: have you considered lowering prices for margainilized communities?
  + Ans: that also wouldn’t be fair to local businesses. The bike rental program is a compromise that allows these groups to be served. We have to avoid price fixing to serve a demoghraphic
* Q Business: the mobile shop is open to everyone who is walking by?
  + Yes, we have to consider who’s using it and who isn’t as well.

Continued Presentation

* Support for users
  + Users often feel intimidated by the environment and the cost of services
    - The Spoke provides free labor focusing on education and cultivates a diverse apprentice community to reduce intimidation.
  + Spoke provides information to students. Mechanics love talking about these things with students and giving info on bike infrastructure on campus and FC
    - Recommend online classes through city of FC
  + Mobile shop is also important for engagement and spreading information
  + Bike rentals: expand the kinds of bikes available to meet the needs of everyone
  + Bike storage: offer storage and tuning services over breaks
  + Ship & build: get their bikes where they need them to go
* Evidence of support and usage
  + At least a 90% utilization rate from students since operation
  + Educational impact: mechs take note of services they provide everyday: 5200 total engagements.
  + Survey reviews: very positive- they get sent to the mechs who they are for
  + There’s a lot of social media engagement—0ver 3000 engagements on several posts on Facebook, 1000 subs on Instagram
* Summary
  + The Spoke has expanded, and so has their reach—mainly to non-freshmen
  + Diverse customer base
  + Create opportunity by removing barriers to entry such as cost and judgement
  + We can effectively decrease vehicle usage and make students comf with bikes
* Q Vice Chair: what are your hours?
  + Ans: 11-5 Mon-Fri but hours can vary based on labor and weather, especially for the mobile shop.
* Q Business: considering the education aspect, are there educational events in addition to the mobile shop?
  + There have been classes taught at the Rec. Ride around to show people bike infrastructure on campus. Bicycle 101 class on basics of bike riding popular at res halls and clubs. Really important for them to expand reach to south side of campus—educational events are important for this.
* Q ASCSU Omar: are there plans to open for another shop on south side?
  + Meridian village might become a new site for the spoke. This fluctuates based on how that project goes. Aaron is advocating for spoke to utilize new spaces. They would like to have a bigger space to facilitate events and community building
* Q Finance Chair: does the spoke offer services for skateboards, ebikes, etc.
  + Maintenance includes boards, ebikes, scooters. Motors are left alone because the mechanics are not trained on motor maintenance and electronics. Scooters can be tricky due to size. Tire sizes can also present issues due to lack of materials. They try not to focus on complex fixes, because they don’t feel like those issues lead to education. The goal is to fix the problem while educating the customer
* Q Business: are rentals fully utilized?
  + 50 bikes were offered with 2 plan options: full academic year or a subsidized program on the condition of taking classes--- not really used well because a lot of renters aren’t ready for that commitment. More bikes have been bought with grant and donation money. 110 bikes currently—will be ready for fall semester. Rentals are very useful for international students.
* Q ASCSU Omar: Is there any way to educate freshmen on dismount zones?
  + Ans: they will add that to apprentice curriculum. Those kinds of topics are already covered during move-in week events and programs and during bike registration process.
* Q Finance Chair: going back to revenue: from money generated from rentals, where does that go?
  + They’re holding money for future investments into new locations or other opportunities. Rental program does cost some money- storage and logistics.
* Q Vice Chair: If the subsidy for rental programs went unused, where did it go?
  + It did get spent on the subsidy program. There is delay in the budget. The money from this past subsidy program came from COVID era funding.

1. **Meeting Ajourned**
2. **Template for Roll Call Vote:**

*“All members specified in Article III section 1 shall have one vote. Quorum must be present before a vote can be taken. Votes should be based on funding rules articulated in Article VII. A majority (more than half) of the present voting members must vote in the affirmative for an item to pass, else it fails.”*

[ATFAB Bylaws, Article VIII, Section 1](https://atfab.colostate.edu/atfab-bylaws/)

*“In the event of a tie, the Chairperson should break the tie with a vote.”*

[ATFAB Bylaws, Article VIII, Section 4](https://atfab.colostate.edu/atfab-bylaws/)

|  |  |  |  |
| --- | --- | --- | --- |
| Motion to …  Motion proposed by … | | | |
| Name | Title | Affiliation | Vote |
| Helen Flynn | Chair (only Tiebraker) | Executive Board |  |
| David Wise | Vice Chair | Executive Board |  |
| Ken Kinneer | Financials | Executive Board |  |
| Michael Needham | Secretary | Executive Board |  |
| Omar Soliman | Representative | ASCSU At Large |  |
| Allie Claar | Representative | ASCSU At Large |  |
| Cady Gebhart  Ray Mendoza | Representative  Representative / Alt | Ag Sciences |  |
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| Result | The result of the motion is … | | |