

Bicycle/Pedestrian Safety Advisory Board

Monday May 15, 2017, 4:00 pm

City of Bonita Springs

Liles Hotel 27300 Old 41 Road Upstairs Conference Room

MINUTES

I. MEETING CALLED TO ORDER

The meeting was called to order at 4:10 by Chairwomen Baker.

II. ROLL CALL

Committee Members

Sarah Baker, Chairwoman
Scott Schnappauf
Darren Robertshaw
Lindsay Robin

Liaison and Advisory Members

Sean Gibbons, Comm. Dev. (via conference call)
Mike Gibson, Councilman

III. APPROVAL OF LAST MEETING MINUTES

A. 4/17/17 Meeting Minutes: **Approval Differed to June (6/19/17) Meeting**

IV. OLD BUSINESS:

A. Bike-Ped Day Events & Prep.

The entirety of the May 15th meeting center around the review of, and preparations for, the City's Bicycle-Pedestrian Day Downtown Scavenger Hunt. The following items were discussed accordingly:

Registrations:

- Update of registration flyers removing registration date. Updated registration to be sent to City Special Events and Communication Dept. to be posted on City & Social Media Outlets.
- Liability waivers to be obtained from Park & Recreation Dept. and distributed to Board Members and Staff (copies to Lindsay/Scott), Prizes (gift cards) to be given to Lindsay/Council Gibson.

Promotions & Public Relations:

- In addition to updated posting(s) on the City's website and Social Media outlets the following outlets, clubs, business and locations have been/will be sent promotional information: Bonita Banner "Top Three Things", Facebook (non-city), Engles Bike Shop, Neighbor Services/Lilies Hotel, City Recreation Center(s), City Hall, Community Development, Bonita Springs Chamber of Commerce, Naples Pathways Coalition, Blue Zones Project (Collier/Lee), Lee Health, MPO BPCC, CREW and Downtown Vendors/Participants.

Events, Refreshments and Awards:

- Access to Liles via Councilman Gibson, facilities (at band shell) should be open for participants/staff.
- Registration table and refreshment staging will be set-up by board members/staff prior to event start time.
- Light refreshments and breakfast/lunch snacks to be provided compliments of the Trianon Lake House Bar & Grill and Mr. Darren Robertshaw.
- Day-Of Registration/Checking & Waivers to be manned by board members/staff. All participants must sign a release waiver.
- Participant information must be gathered for participants that will not be able to stay for prizes and raffle post scavenger hunt.
- Introduction of the Bonita Springs Bicycle Pedestrian Safety Advisory Committee and the day's events to be conducted by Chairwomen Baker and Councilman Gibson.
- Announcement of events sponsors, vendors and special thanks conducted by Chairwomen Baker.
- Scavenger Hunt Instructions, Rules & Safety Procedures to be announced by Mr. Scott Schnappauf.
- Round-a-Bout to be manned by LCSO Officer/Staff (POC Bobby Hunter)
- Historical Society to representatives to man "historical stops" (POC Charlie Streeter)
- Post Scavenger Hunt scoring, awarding of prizes and raffle(s) to be conducted by all board members/staff (noon).

Additional Vendors/Stops:

- Shear Unity Salon
- Heavenly Scents/Shakes
- Twisted Tangle Café
- Grandpa's Pizzeria
- Everglades Wonder Gardens

Clues/Stops List:

- Assure accuracy of stops and clues, make sure last minute additions are included.
- Dual clue lists to be provided to participants (North-to-South & South-to-North) with master scoring sheet(s) for event staff.

Recap of Event Timeline: 9:30 a.m. to 12:00 Noon

- Registration, Announcements & Rules 9:30 a.m. to 10:00 a.m.
- Scavenger hunt starts at 10:15-30 a.m.
- Participants should be back by 11:30 a.m.
- Refreshments and prizes 11:30 a.m. to 12:00 noon

V. ANY MEMBER ITEMS TO DISCUSS:

No member items to discuss.

VI. ESTABLISH NEXT MEETING DATE (June 19, 2017)

The committee established the next meeting as June 19, 2017.

VII. ADJOURNMENT

Meeting adjourned at 5:30 p.m.

Respectively submitted,

Nadine Chiaramonte

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Receptionist/Office Assistant

Minutes approved at the August 21, 2017 Bicycle/Pedestrian Safety Advisory Board Meeting.