



## **Managing Director's Report March 2007**

### **1. Public Education and Outreach Programs**

#### **A. Public Outreach**

- Provided overall coordination with PRR and the Marketing Committee on METRO farecard ads and WMATA brochure.
- Reviewed and commented on grant applications to Lockheed Martin and Constellation Energy.
- Participated on conference call with COG, MDE, and PRR to discuss revisions to the forecast email.
- Conducted conference call with PRR to discuss budget/workplan and the development of various marketing materials.
- Conducted sponsor meeting with the Virginia Department of Rail and Public Transportation (3/23/07).
- Participated on conference call with COG, MDE, and PRR regarding meteorologist outreach (3/26/07).
- Prepared for and conducted conference call with AQAD Team (3/29/07)

#### **B. Curriculum Development Project**

- Provided overall coordination with Environmental Education Exchange (EEE) on pilot implementation.
- Reviewed EEE scheduling website.
- Drafted "bookmark" for use as a promotional item with the curriculum.
- Followed up with EEE and Prince Georges County on piloting the materials.

### **2. Voluntary Business Emissions Reduction Campaign**

#### **A. Printer Initiative**

- This project has been suspended.

#### **B. Business Roundtable**

- Provided coordination with COG staff and Montgomery County Department of Environmental Protection on survey and mailing list.
- Scheduled meetings in April with MDE, DC, and Fairfax County to discuss possible expansion of auto parts washer rebate program.

### **3. Administrative Duties**

#### **A. Boards & Committees**

- Prepared January 2007 and February 2007 Managing Directors reports.
- Prepared for and attended Executive Committee meeting (3/8/07).
- Represented Clean Air Partners on the Commuter Connections Employer Awards Selection Committee (3/12/07).
- Gave Clean Air Partners report at MWAQC meeting (3/15/07).

**B. Work Program and Budget**

- Drafted proposals for Virginia Department of Environmental Quality Supplemental Environmental Project funding.

**4. Special Projects**

- Provided overall coordination for 10-Year Anniversary Planning activities.
- Prepared for and conducted conference call with 10-Year Anniversary Planning Committee (3/28/07).

**5. Client Administration**

- Nothing to report for this month.

**Summary of Hours and Allocation of Managing Director's time**

<b>Program Area</b>	<b>Total Hours</b>	<b>Percentage of Time</b>
1. Public Education & Outreach Programs	41.00	49%
2. Voluntary Business Emission Reduction Campaign	1.50	2%
3. Administrative Duties	22.00	26%
4. Special Projects		
10-Year Anniversary Planning	19.00	23%
5. Client Administration	-	-
<b>Total</b>	<b>83.50</b>	<b>100%</b>