



MEETING NOTICE AND AGENDA

COMMUTER OPERATIONS CENTER SUBCOMMITTEE

**Tuesday, March 14, 2006
10:00 a.m. - 12:00 noon**

**Metropolitan Washington Council of Governments
777 North Capitol Street, N.E.
Conference Room 3, First Floor**

Chairperson: Darlene Nader, North Bethesda
Vice Chairperson: Christine Kingery, Loudoun County

COG Staff Contact: Nicholas Ramfos, 202/962-3313 or nramfos@mwkog.org
(Note: If you cannot attend this meeting, please call 202/962-3327.)

| <u>ITEM #</u> | | <u>ACTION</u> |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. | Introductions | |
| 2. | Minutes of the December 13, 2005 Meeting | APPROVE |
| 3. | Upcoming Fairs and Promotions (15 min) | INFORMATION |
| | COG and clients will provide information on recent and upcoming transportation fairs and promotions, and distribute copies of promotional items and/or announcements | |
| 4. | Commuter Connections Helpline (10 min) | INFORMATION |
| | Towanna Hinton will provide the Commuter Connections Support contact information. | |
| 5. | New Client Member Billing Schedule (10 min) | INFORMATION |

Nicholas Ramfos will discuss the new client member billing cycle for FY 2006 and FY 2007.

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| 8. | TDM Resource Directory Update | (10 min) | INFORMATION |
| | Tabatha Johnson will discuss the Resource Directory and the current changes. | | |
| 9. | Commuter Connections Telephone Package Upgrade | (10 min) | INFORMATION |
| | Towanna Hinton will discuss phone enhancements to the Commuter Connections Toll Free Number, Help Line and Help E-mail support. | | |
| 10. | New Regional TDM Software System Update | (20 min) | DISCUSSION/ INFORMATION |
| | Nicholas Ramfos will discuss the status and next steps for the TDM Software system project. | | |
| 11. | Regional Marketing Update | (10 min) | INFORMATION |
| | Towanna Hinton will discuss the Regional TDM Marketing Client Briefing for instructions on how to process the returned mailers during FY06 campaign. | | |
| 12. | Client Site Status/Roundtable | (35 min) | DISCUSSION/ INFORMATION |
| | Ross Edgar will provide an update on recent fixes for the E-communicator and GRH Applications. | | |
| | Tabatha Johnson will discuss the CCRS Training for Prince George's County. | | |

Nicholas Ramfos will discuss possible
Future training for client sites.

Client members will be asked to share any
“Hot Topic” Issues with the current CCRS.

13. Other Business/Agenda Items for Next Meeting

This is an opportunity for Subcommittee members
to request agenda items for the next meeting.

**The next meeting of the Commuter Operations Center Subcommittee will be held on
June 20, 2006.**