



Local governments working together for a better metropolitan region

MEETING NOTICE AND AGENDA

COMMUTER OPERATIONS CENTER SUBCOMMITTEE

Tuesday, September 23, 2003

12:00 p.m. - 2:00 p.m.
 (NOTE NEW MEETING TIME)

(Lunch provided for meeting attendees only.)

**Metropolitan Washington Council of Governments
 777 North Capitol Street, N.E.
 Training Center, First Floor**

Chairperson: Gary Sightler, Howard County
 Vice Chairperson: Shauna Brown, City of Alexandria
 COG Staff Contact: Christopher Arabia, 202/962-3385

Note: If you cannot attend this meeting, please contact Tabatha Johnson at 202/962-3323

<u>ITEM #</u>	<u>ACTION</u>
1. Introductions	
2. Minutes of the July 15, 2003 Meeting	APPROVE
3. Selection of Vice Chairperson/Change of Chairperson	APPROVE
4. Update on CCRS System FTP Site and E- Communicator System (30 min)	INFORMATION
<p>Staff will update the subcommittee on improvements made, and to be made to CCRS data, the FTP site and e-Communicator system.</p>	
5. Upcoming Fairs and Promotions (10 min)	INFORMATION
<p>COG and clients will provide information on recent and upcoming transportation fairs and promotions, and distribute copies of promotional items and/or announcements.</p>	

- District of Columbia
- Bowie
- College Park
- Frederick County
- Gaithersburg
- Greenbelt
- Montgomery County
- Prince George's County
- Rockville
- Takoma Park
- Alexandria
- Arlington County
- Fairfax
- Fairfax County
- Falls Church
- Loudoun County
- Manassas
- Prince William County

6. Membership Fee (20 min) DISCUSSION
The Subcommittee will discuss the Commuter Connections fee structure.
7. Client Site Status (45 min) INFORMATION
COG staff will discuss the status of updating CCRS software files at client sites, recent service provided to each client, and any other issues.
8. Other Business/Agenda Items for Next Meeting
This is an opportunity for Committee members to request agenda items for the next meeting.

The next meeting of the Commuter Operations Center Subcommittee will be on Tuesday, November 18, 2003 at 12:00 p.m.