



**Managing Director's Report
February 2007**

1. Public Education and Outreach Programs

A. Public Outreach

- Prepared for and conducted conference call with AQAD team (2/1/07).
- Provided input to PRR and COG staff regarding various marketing initiatives and related budget.
- Conducted sponsor meeting with PEPCO (2/8/07).
- Prepared for and conducted conference call with AQAD team (2/22/07).

B. Curriculum Development Project

- Conducted conference call with the Environmental Education Exchange to discuss piloting efforts (2/1/07).
- Reviewed kit materials.

2. Voluntary Business Emissions Reduction Campaign

A. Printer Initiative

- Reviewed application received from printer survey and contacted respondent.
- Contacted Bob Ramsey at Printing Industries of Virginia to discuss survey results and pilot status.
- Researched status of proposed EPA rule regarding lithographic printing facilities.

B. Business Roundtable

- Provided follow-up and coordination regarding mailing lists for Montgomery County auto parts washer rebate program.
- Prepared for and conducted conference call with Business Roundtable planning committee (2/20/07).
- Researched grants for automotive laser spray gun and provided information to VA DEQ.
- Contacted EPA/Region 3 regarding air pollution/industry partnership program.

3. Administrative Duties

A. Boards & Committees

- Attended EPA National Air Quality Conferences (2/11/07-2/14/07).
- Prepared for and participated in Marketing Committee meeting (2/27/07).
- Prepared and presented report at MWAQC meeting (2/28/07).
- Prepared agenda for March 8th Executive Committee meeting.

B. Work Program and Budget

- Reviewed and provided input to COG on draft FY 2008 budget.
- Participated on conference call with Finance Committee to discuss draft FY 2008 budget (2/8/07).



4. Special Projects

- Conducted site visit to Bel Air Mansion, proposed location for the 10-Year Anniversary commemorative event on June 5, 2007.

5. Client Administration

- Prepared December 2006 and January 2007 client invoice.

Summary of Hours and Allocation of Managing Director's time

Program Area	Total Hours	Percentage of Time
1. Public Education & Outreach Programs	24.00	27%
2. Voluntary Business Emission Reduction Campaign	6.50	7%
3. Administrative Duties	52.00	58%
4. Special Projects		
10-Year Anniversary Planning	4.00	4%
5. Client Administration	3.50	4%
Total	90.00	100%