



MEMORANDUM

TO: Systems Performance, Operations, and Technology Subcommittee (SPOTS)
FROM: Andrew J. Meese, TPB Systems Performance Planning Director
SUBJECT: Meeting Schedule for 2018
DATE: December 7, 2017

This memorandum announces the calendar year 2018 meeting schedule for the TPB’s Systems Performance, Operations, and Technology Subcommittee (SPOTS). The new schedule for SPOTS is to meet bimonthly, on the **first Thursdays of even-numbered months**. For 2018, these dates will be the following Thursdays from 1:00 PM to 3:00 PM

2018 SPOTS Meeting Schedule			
Thursday	February 1	1:00 PM – 3:00 PM	Room 1
Thursday	April 5	1:00 PM – 3:00 PM	Room 1
Thursday	June 7	1:00 PM – 3:00 PM	Room 1
Thursday	August 2	1:00 PM – 3:00 PM	Room 1
Thursday	October 4	1:00 PM – 3:00 PM	Room 1
Thursday	December 6	1:00 PM – 3:00 PM	Room 1

NOTES:

1. Schedules for specific dates are subject to change, so please watch for announcements.
2. Lunch will be provided starting at 12:45 PM.
3. Some meetings may conclude earlier than 3:00 PM.
4. Call-in/webinar options will be offered for all meetings. Some meetings may be held as conference call only if necessary.
5. An announcement will be sent for each meeting, and posted at <https://www.mwcog.org/committees/spots/>. If you did not receive an announcement, please feel free to contact me at ameese@mwcog.org for a meeting confirmation.
6. Some meetings may be scheduled as joint meetings with other committees.
7. Special meetings on dates other than the above may be scheduled if necessary.
8. Anticipated construction in the COG building in 2018 was a factor in deciding upon a bimonthly schedule, rather than monthly, due to restricted meeting room availability.
9. What about this meeting room and time slot in the odd-numbered months? The TPB’s Freight Subcommittee will meet then and there.