



MEMORANDUM

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
 Manassas Park
 Prince William County

TO: TPB Management, Operations, and Intelligent Transportation Systems (MOITS) Policy and Technical Task Forces

FROM: Andrew J. Meese, AICP
 Principal Transportation Planner

DATE: February 11, 2005

SUBJECT: **REVISED** Schedule of MOITS Meeting Dates for 2005

At their February 8, 2005 joint meeting, the MOITS Task Forces, due to a number of factors, agreed to a revised schedule of meeting dates and times for 2005. The Task Forces will continue meeting on Tuesdays, but the time and date will change:

- **CHANGED:** Please note that **ALL scheduled MOITS meeting start times have now changed** to begin at **1:30 PM** instead of 12:30 PM. This accommodates scheduling needs of the chairs and other participants. Also, due current budget constraints, we regret that for the time being we will no longer regularly be providing lunch; the new schedule better accommodates this.
- **CHANGED:** Most dates will remain the **second Tuesday** of the month, but two have been changed (May and November) to the **first Tuesday** of the month to better accommodate Emergency Preparedness Council (EPC) meetings. The Task Forces looked at other potential changes vis-à-vis the EPC meeting schedule, but decided that only these changes to May and November were advisable at this time.
- **CHANGED:** Meeting locations will vary. Please see the list below.
- All information is **subject to change**, so please watch your email for announcements.

The remaining 2005 dates (* indicates a changed date) are:

DATE	TIME	LOCATION
Tuesday, March 8, 2005	1:30 PM	COG Meeting Room 1
Tuesday, April 12, 2005	1:30 PM	COG Meeting Room 1
Tuesday, May 3, 2005*	1:30 PM	COG Meeting Rooms 4/5
Tuesday, June 14, 2005	1:30 PM	COG Meeting Room 1
Tuesday, July 12, 2005	1:30 PM	COG Meeting Room 1
August	No August Meeting	- - -
Tuesday, September 13, 2005	1:30 PM	COG Meeting Room 1
Tuesday, October 11, 2005	1:30 PM	COG Meeting Room 1
Tuesday, November 1, 2005*	1:30 PM	COG Meeting Rooms 4/5
Tuesday, December 13, 2005	1:30 PM	COG Meeting Room 1

We regret any inconvenience these changes may have caused. Please mark your calendars! Thank you.