

TDM EVALUATION GROUP

Meeting Notes Monday, December 13, 2004

Item #1 Introductions

Meeting participants introduced themselves and signed the attendance sheet. (*see attached*).

Item #2 Mini-Household Survey

Nicholas Ramfos gave brief background on the regional Mini-Household travel survey. Data is being collected for this survey in order to validate the Mass Marketing and Telework TERMS. Results from the survey will be used in the FY 2005 regional TERM Analysis report. Mr. Ramfos also stated that the data being collected for the Telework TERM was based on the new definition for Telework.

Lori Diggins discussed the need to look at which questions to keep in the Mini-Household survey from the 2004 State of the Commute survey. The Mini-Household survey sample will be at about 2,000 to 2,400. If the questionnaire exceeds 9 minutes, then additional questions may need to be eliminated.

Ms. Diggins stated that in 2004, the definition of Telework became more restrictive, and the change in the definition had to do with working at home or at a Telework center the entire work day and not a partial day. Subsequent questions to capture commuters who work at client sites or stay at home to wait for a delivery can be added to the Mini-Household survey. Both types of questions will more than likely be needed to validate original results from the State of the Commute survey. The group discussed the overall wording in the question to make certain that respondents understand the concept of teleworking.

Next, Ms. Diggins reviewed the Mini-Household survey questions and changes made by the group to the questionnaire. Ms. Diggins stated that the Mini-Household Survey will begin to be conducted in January 2005 and that the final report results will be used in the regional TERM Analysis Report.

Item #3 FY05 Placement Rate Survey Update

Ms. Diggins reported that there was no data available from the FY 2005 Placement Rate Study and that she was working on producing draft results.

Item #4 Status Report on 2004 State of the Commute Survey Report

Mr. Ramfos handed out the presentation made to the Technical Committee on 2004 State of the Commute results committee on December 3rd. A presentation will also be made to the TPB on December 15th.

Item #5 TERM Analysis Report

Ms. Diggins reviewed all the upcoming surveys (*see handout*).