



MEETING NOTICE AND AGENDA

COMMUTER CONNECTIONS RIDEMATCHING COMMITTEE

Tuesday, March 15, 2011
10:00 a.m. - 12:00 p.m.

Metropolitan Washington Council of Governments
777 North Capitol Street, N.E.
COG Board Room
Chairperson: Dawn Bodden, Fairfax County DOT
Vice Chairperson: Lillian Bunton, BMC

COG Staff Contact: Stephen Finafrock, 202/962-3385 or sfinafrock@mwkog.org
(Note: If you cannot attend this meeting, please call 202/962-3327.)

<u>ITEM #</u>		<u>ACTION</u>
1.	Introductions	
2.	Minutes of the December 21, 2010 Meeting	APPROVE
3.	Introduction of Rideshare Delaware Stephen Finafrock, COG/TPB staff, will introduce the Ridematching Committee to Rideshare Delaware Staff via conference call and demonstrate their system's look and feel.	(15 min) INFORMATION
4.	Upcoming Fairs and Promotions COG/TPB staff and clients will provide information on recent and upcoming transportation fairs and promotions, and distribute copies of promotional items and/or announcements.	(15 min) INFORMATION
5.	Employer Record Cleanup Update Stephen Finafrock, COG/TPB staff, will update the Ridematching Committee on the latest changes to Employer Update/Edit functionality. A new revision of the TDM System Administration Training Manual will be distributed to the committee	(10 min) INFORMATION
6.	School Pool Application Update Stephen Finafrock, COG/TPB staff, will discuss the new School Pool System and possible outreach	(15 min) INFORMATION

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD,
777 NORTH CAPITOL STREET, N.E., SUITE 300, WASHINGTON, DC 20002-4239

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possibilities to local school districts.

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| 7. | Commuter Connections Progress Reports | (10 min) | INFORMATION |
| | Stephen Finafrock, COG/TPB staff, will review the most recent Commuter Connections Quarterly Progress Report for Q2, FY2011. | | |
| 8. | New Queuing Process for Employer Based Records | (15 min) | INFORMATION |
| | Stephen Finafrock, COG/TPB staff, will explain the new report based queuing process for employer members until an automatic queuing process is built by the developer. | | |
| 9. | Commuter Connections Technical Support Protocol | (15 min) | INFORMATION |
| | Stephen Finafrock, COG/TPB staff, will review the Commuter Connections Technical Support Policy for new members and provide a refresher for existing members. | | |
| 10. | Client Site Status/Roundtable | (20 min) | DISCUSSION/
INFORMATION |
| | Client members will be asked to share any "Hot Topic" Issues with the new TDM System. | | |
| 11. | Other Business/Upcoming Agenda Items | (5 min) | |
| | This is an opportunity for Subcommittee members to request agenda items for the next meeting. | | |

The next meeting of the Commuter Connections Ridematching Committee will be held on June 21st 2011 from 10:00 a.m. to 12:00 p.m.