



## MEMORANDUM

**TO:** Transportation Planning Board  
**FROM:** Lyn Erickson, Plan Development and Coordination Program Director  
**SUBJECT:** TPB, Technical Committee and Steering Committee Dates for Calendar Year 2022, including a new proposal to host a combination of virtual and in-person meetings  
**DATE:** January 13, 2022

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The Transportation Planning Board (TPB), TPB Technical Committee and TPB Steering Committee meeting dates for calendar year 2022 have been set and were distributed to members during the October through December board meetings. As was discussed by the TPB's Steering Committee in January, Chair Sebesky advised staff to update the TPB meeting schedule with a tentative proposal for the format of the board meetings – a combination of in-person and virtual. As was reported to the board previously, there is interest among the members of the board to continue using the virtual meeting format, periodically, even after the current public health related concerns merit limited in-person gatherings. Apart from utilizing this newly adopted capability, periodically holding virtual meetings would demonstrate TPB's commitment to teleworking as a means of reducing travel and related energy consumption and emissions.

The following updated table identifies the proposed meeting format for the TPB's monthly meetings during 2022 (meeting dates and times have not changed). Please note that the proposed format of the meeting would be continually assessed, and changes proposed based on feedback from members and topics that the board would be taking up during each upcoming meeting could be considered. **Members will be notified of any changes a month ahead.** Please note that meetings identified as In-person meetings will be primarily In-person and members would be able to participate virtually to accommodate any special needs of the members. Consistent with current Bylaws, members seeking such accommodations should notify staff ahead of time (no later than the Monday before the meeting).

This year, TPB falls on the third Wednesday of every month (except August, where there is no meeting). Due to the July and September holidays, Technical/Steering Committees meet the 2<sup>nd</sup> Friday, as opposed to the Friday that falls on the holiday weekend.

2022 TPB, TPB TECHNICAL COMMITTEE AND TPB STEERING COMMITTEE DATES				
	TPB Technical Committee	TPB Steering Committee	Transportation Planning Board	NEW INFO TPB Meeting Format
	1 <sup>st</sup> Friday at 9 AM	1 <sup>st</sup> Friday at 12:15 PM	3 <sup>rd</sup> Wednesday at 12 Noon	
January	7	7	19	VIRTUAL*
February	4	4	16	VIRTUAL
March	4	4	16	IN PERSON**
April	1	1	20	IN PERSON
May	6	6	18	VIRTUAL
June	3	3	15	IN PERSON
July	8 (2 <sup>nd</sup> Friday due to holiday)	8 (2 <sup>nd</sup> Friday due to holiday)	20	IN PERSON
August	No meetings	No meetings	No meetings	-
September	9 (2 <sup>nd</sup> Friday due to holiday)	9 (2 <sup>nd</sup> Friday due to holiday)	21	VIRTUAL
October	7	7	19	IN-PERSON
November	4	4	16	VIRTUAL
December	2	2	21	IN PERSON

\* **VIRTUAL** – Meeting will be conducted in an all-virtual manner, with no members coming to the COG building.

\*\* **IN PERSON** – Meeting will be conducted in a hybrid format, with members coming to the COG building and including an option to participate virtually with notification per the TPB Bylaws (notify by the Monday before the TPB meeting).