



MEETING NOTICE AND AGENDA

COMMUTER OPERATIONS CENTER SUBCOMMITTEE

Tuesday, March 14, 2006
10:00 a.m. - 12:00 noon

Metropolitan Washington Council of Governments
777 North Capitol Street, N.E.
Conference Room 3, First Floor

Chairperson: Darlene Nader, North Bethesda
Vice Chairperson: Christine Kingery, Loudoun County

COG Staff Contact: Nicholas Ramfos, 202/962-3313 or nramfos@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 13, 2005 Meeting	APPROVE
3.	Upcoming Fairs and Promotions (15 min)	INFORMATION
	COG and clients will provide information on recent and upcoming transportation fairs and promotions, and distribute copies of promotional items and/or announcements	
4.	Commuter Connections Helpline (10 min)	INFORMATION
	Towanna Hinton will provide the Commuter Connections Support contact information.	
5.	New Client Member Billing Schedule (10 min)	INFORMATION

Nicholas Ramfos will discuss the new client member billing cycle for FY 2006 and FY 2007.

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| 6. | TDM Resource Directory Update | (10 min) | INFORMATION |
| | Tabatha Johnson will discuss the Resource Directory and the current changes. | | |
| 7. | Commuter Connections Telephone Package Upgrade | (10 min) | INFORMATION |
| | Towanna Hinton will discuss phone enhancements to the Commuter Connections Toll Free Number, Help Line and Help E-mail support. | | |
| 8. | New Regional TDM Software System Update | (20 min) | DISCUSSION/
INFORMATION |
| | Nicholas Ramfos will discuss the status and next steps for the TDM Software system project. | | |
| 9. | Regional Marketing Update | (10 min) | INFORMATION |
| | Towanna Hinton will discuss the Regional TDM Marketing Client Briefing for instructions on how to process the returned mailers during FY06 campaign. | | |
| 10. | Client Site Status/Roundtable | (35 min) | DISCUSSION/
INFORMATION |
| | Ross Edgar will provide an update on recent fixes for the E-communicator and GRH Applications. | | |
| | Tabatha Johnson will discuss the CCRS Training for Prince George's County. | | |

Nicholas Ramfos will discuss possible
Future training for client sites.

Client members will be asked to share any
“Hot Topic” Issues with the current CCRS.

11. Other Business/Agenda Items for Next Meeting

This is an opportunity for Subcommittee members
to request agenda items for the next meeting.

**The next meeting of the Commuter Operations Center Subcommittee will be held on
June 20, 2006.**