



**Managing Director's Report
December 2006**

1. Public Education and Outreach Programs

A. Public Outreach

- Coordination with PRR on sponsorship commitments and meetings.
- Participated on conference calls with web site consultant (12/4/06 and 12/20/06).
- Contacted sponsors about scheduling meetings (Lockheed Martin, Constellation Energy, and Virginia Department of Rail and Public Transportation).

B. Curriculum Development Project

- Consolidated comments on air quality promotional flyer and send to the Environmental Education Exchange.

2. Voluntary Business Emissions Reduction Campaign

A. Printer Initiative

- Awaiting responses from survey (deadline of 12/15/06).

B. Business Roundtable

- Followed-up with Montgomery County Department of Environmental Protection regarding draft survey and schedule meetings with their Environmental Partners in January 2007.

3. Administrative Duties

A. Boards & Committees

- Prepared for and attended 10-Year Anniversary Planning Committee meeting (12/12/06); prepared meeting notes.
- Updated January 2007 Board meeting agenda and distributed to Board members.
- Gave Clean Air Partners report at MWAQC meeting (12/13/06).

4. Client Administration

- Prepared and submitted Oct. 06 and Nov. 06 invoices.

Summary of Hours and Allocation of Managing Director's time

Program Area	Total Hours	Percentage of Time
1. Public Education & Outreach	6.25	19%
2. Voluntary Business Emission Reduction Campaign	-	0%
3. Administrative Duties	24.50	75%
4. Client Administration	2.00	6%
Total	32.75	100%