



MEETING NOTICE AND AGENDA
COMMUTER CONNECTIONS RIDEMATCHING COMMITTEE

Tuesday, December 16, 2008

10:00 a.m. - 12:00 p.m.

Metropolitan Washington Council of Governments
777 North Capitol Street, N.E.
COG Board Room, Third Floor

Chairperson: Diana Utz, GW RideConnect
Vice Chairperson: Traci McPhail, Baltimore City

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 September 16, 2008 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. Outer Jurisdiction Demo - Roanoke (35 min)	DISCUSSION/ INFORMATION
Staff will present and discuss the deployment of the TDM Software System for the outer jurisdictions in Virginia using Roanoke, Virginia as the demo site.	
5. TDM System/Error Reporting Update (10 min)	INFORMATION
Stephen Finafrock will discuss commonly reported errors and the resolution of those errors.	

- | | | | |
|----|--|-----------------|----------------------------|
| 6. | APP FORM CODE DISCUSSION | (20min) | INFORMATION |
| | COG Staff will discuss the importance of record maintenance, especially the usage appropriate APP FORM CODES and commuter status | | |
| 7. | Client Site Status/Roundtable | (20 min) | DISCUSSION/
INFORMATION |
| | Client members will be asked to share any "Hot Topic" Issues with the new TDM System. | | |
| 8. | 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 Operations Center Subcommittee will be held on March 17th 2009 from 10:00 a.m. to 12:00 p.m.