



**Managing Director's Report
October 2006**

1. Public Education and Outreach Programs

A. Public Outreach

- Prepared and gave presentation at Green Breakfast in Fairfax County (10/7/06).
- Continued working with PRR and Marketing Committee on logo selection.
- Coordinated scheduling of sponsor meetings.
- Prepared for and conducted monthly AQAD team conference call (10/26/06); prepared meeting notes and updated FY 2007 master work plan.

B. Curriculum Development Project

- Consolidated comments on Units 1 and 3 and submitted to Environmental Education Exchange (EEE).
- Conducted conference call with EEE on Units 2 and 5 (10/24/06).

2. Voluntary Business Emissions Reduction Campaign

A. Printer Initiative

- Revised printer survey and cover letter, reviewed/updated printer mailing list, and coordinated distribution with COG staff.

B. Business Roundtable

- Conducted first Business Roundtable Planning Committee meeting to discuss approach to Business Roundtable initiative (10/20/06). The committee recommended that the Managing Director work with staff from the Montgomery County Department of Environmental Protection on an aqueous parts washer rebate program for vehicle repair facilities. Clean Air Partners will draft an automotive parts washer survey and will accompany DEP representatives on meetings with shop owners in January 2007 to discuss the proposed rebate program.

3. Administrative Duties

A. Boards & Committees

- Prepared for and attended Executive Committee meeting (10/12/06).
- Prepared for and attended first 10-Year Anniversary Planning Committee meeting (10/18/06); prepared meeting notes.
- Prepared report for MWAQC meeting (10/25/06).
- Prepared draft of January 2007 Board meeting agenda.

B. Work Program and Budget

- Participated in Finance Committee meeting to discuss recommendations for use of FY 2006 carry over funds (10/5/06).



Summary of Hours and Allocation of Managing Director's time

Program Area	Total Hours	Percentage of Time
1. Public Education & Outreach	21.75	30%
2. Voluntary Business Emission Reduction Campaign	22.50	31%
3. Administrative Duties	28.75	39%
Total	73.00	100%