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**MEETING NOTICE AND AGENDA
COMMUTER CONNECTIONS SUBCOMMITTEE**

*District of Columbia
Bowie
College Park
Frederick County
Gaithersburg
Greenbelt
Montgomery County
Prince George's County
Rockville
Takoma Park
Alexandria
Arlington County
Fairfax
Fairfax County
Falls Church
Loudoun County
Manassas
Prince William County*

Tuesday, September 23, 2003

10:00 a.m. - Noon

**Metropolitan Washington Council of Governments
777 North Capitol Street, N.E.
First Floor, Training Center**

Chairperson: Ronald Mitchell, DC Department of Transportation
Vice Chairperson: Robin Briscoe, Tri-County Council for Southern Maryland
Staff Contact: Nicholas Ramfos 202/962-3313

Note: If you cannot attend this meeting, please call Hilda Velez at 202/962-3327.

| <u>ITEM #</u> | <u>ACTION</u> |
|--|---------------|
| 1. Introductions | |
| 2. Minutes of July 15, 2003 Meeting | APPROVE |
| 3. Announcement of new Vice Chair (10 min) | APPROVE |
| The Nominating Committee selection of the new Vice Chairperson for the Subcommittee will be announced. | |
| 4. Change of Chairpersons | |
| 5. Regional Mass Marketing TERM Update (20 min) | INFORMATION |
| Douglas Franklin will brief the Subcommittee on the progress of the regional Mass Marketing TERM. | |
| 6. Employer Outreach Update (15 min) | INFORMATION |
| Mark Hersey will brief the Subcommittee on recent Employer Outreach TERM activities including the FY04 conformity verification . | |

7. Telework Resource Center Update **(20 min)** INFORMATION
- Danette Campbell will give an update on recent Telework Resource Center activities including a briefing on the draft report of the FY03 Employer.
8. TDM Fall Regional Marketing Campaign and Strategic Marketing Plan Update **(15 min)** INFORMATION
- Douglas Franklin will update the Subcommittee on the recent regional TDM Marketing activities.
9. FY05 Work Program **(10 min)** INFORMATION
- Nicholas Ramfos will discuss the upcoming Preparation of the FY05 Commuter Connections Work Program.
10. Budget Reports and Annual Report **(10 min)** INFORMATION
- Nicholas Ramfos will distribute the FY03 final quarter budget report, FY04 First quarter budget report and the FY03 Annual Report.
11. Other Business/Set Agenda for Next Meeting **(5 min)**
- This is an opportunity for Commuter Connections Subcommittee members to bring up other business and to request agenda items for the next meeting.

NOTE: The next meeting of the Commuter Connections Subcommittee will be held on Tuesday, October 21, 2003 at 10:00 a.m.

| <u>Upcoming Meetings</u> | <u>Date</u> | <u>Time</u> |
|--|------------------------------|---|
| <i>Association for Commuter Transp. Int'l Conference (Salt Lake City)</i> | <i>Sept. 14-17</i> | <i>(Note: Registration Req.)</i> |
| <i>Employer Outreach Ad-Hoc Group</i> | <i>Sept. 23, 2003</i> | <i>8:30 a.m.</i> |
| <i>Commuter Operations Subcommittee</i> | <i>Sept. 23, 2003</i> | <i>12:30 p.m.</i> |
| <i>Telecommuting Ad-Hoc Group</i> | <i>Oct. 8, 2003</i> | <i>10:00 a.m.</i> |
| <i>Employer Outreach Training</i> | <i>Oct. 9, 2003</i> | <i>9:00 a.m.</i> |
| <i>(Note: Registration Required)</i> | | |

