



**Managing Director's Report
January 2007**

1. Public Education and Outreach Programs

A. Public Outreach

- Conducted sponsor meeting with Commuter Connections (1/3/07).
- Participated on conference call with STI regarding website development (1/5/07).
- Coordination with PRR and COG staff on sponsorship commitments and meetings.

B. Curriculum Development Project

- Met with representatives from Prince George's County to discuss the air quality curriculum.

2. Voluntary Business Emissions Reduction Campaign

A. Printer Initiative

- Nothing to report for January 2007.

B. Business Roundtable

- Updated auto parts washer rebate survey.
- Conducted site visits with Pam Parker, Montgomery County Department of Environmental Protection, to auto repair facilities in Montgomery County.

3. Administrative Duties

A. Boards & Committees

- Prepared for and attended Board meeting (1/11/07).
- Prepared for and conducted Marketing Committee meeting (1/24/07).
- Prepared October and November 2006 monthly reports.

B. Work Program and Budget

- Prepared for and attended FY 2008 budget meeting with AQAD team (1/3/07).

4. Special Projects

- Updated 10-Year Anniversary recommendations and budget.

5. Client Administration

- Nothing to report for January 2007.



Summary of Hours and Allocation of Managing Director's time

Program Area	Total Hours	Percentage of Time
1. Public Education & Outreach Programs	12.50	20%
2. Voluntary Business Emission Reduction Campaign	8.50	13%
3. Administrative Duties	35.50	57%
4. Special Projects		
10-Year Anniversary Planning	6.00	10%
5. Client Administration		
Total	62.50	100%