



## MEETING NOTICE AND AGENDA

# COMMUTER OPERATIONS CENTER SUBCOMMITTEE

**Tuesday, June 20, 2006  
10:00 a.m. - 12:00 noon**

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

Chairperson: Darlene Nader, North Bethesda  
Vice Chairperson: Christine Kingery, Loudoun County

COG Staff Contact: Nicholas Ramfos, 202/962-3313 or [nramfos@mwkog.org](mailto:nramfos@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 March 14, 2006 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.            | Transit and Street Center Line Updates (10 min)  | INFORMATION                |
|               | Ross Edgar will report on the status of the Geographic Data Update Project.  |                            |
| 5.            | Customer Service Training (10 min)   | DISCUSSION/<br>INFORMATION |
|               | Towanna Hinton will discuss the Upcoming Customer Service Training.  |                            |

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|-----|---|-----------------|----------------------------|
| 6.  | TDM Resource Directory Update   | <b>(10 min)</b> | INFORMATION                |
|     | Tabatha Johnson will discuss the Resource Directory and the current Changes for new edition.  |                 |                            |
| 7.  | New Regional TDM Software System Update   | <b>(20 min)</b> | DISCUSSION/<br>INFORMATION |
|     | Nicholas Ramfos will discuss the status and next steps for the TDM Software system project.   |                 |                            |
| 8.  | Regional Marketing Update   | <b>(10 min)</b> | INFORMATION                |
|     | Doug Franklin will discuss the Regional TDM Marketing Campaign and provide updates.           |                 |                            |
| 9.  | Client Site Status/Roundtable   | <b>(35 min)</b> | DISCUSSION/<br>INFORMATION |
|     | Ross Edgar will provide an update on ways to edit CCRS Match Letters.                         |                 |                            |
|     | Ross Edgar will provide update on the electronic Purge Letter Generation.                     |                 |                            |
|     | Client members will be asked to share any “Hot Topic” Issues with the current CCRS.           |                 |                            |
| 10. | Other Business/Agenda Items for Next Meeting  |                 |                            |
|     | 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 September 19, 2006.**