

Transit and Rail Advisory Committee

DRAFT Meeting Notes

January 31, 2011

Purpose Statement

- Missing the role of “developing” in the Purpose
- “Assisting”
- “Partner in”
- Updated Draft Purpose Statement: To partner with the Division of Transit and Rail in developing, advising and promoting the Division’s vision, policies, and priorities.

Duties for Chair

- Lead meetings
- Report to Transportation Commission, STAC and other groups
- Work w/Mark to develop agendas for meetings
- Nominate sub-committees
- Serves 12-month term
- Voted in by majority through a show of hands
- Vice Chair, voted in through same process as Chair
- Provide notice on meetings for which there will be voting

Agreements

- Meetings
 - Monthly (Review decision at least annually to see if monthly is the appropriate frequency.)
 - Schedule three hours
 - Adjust length and frequency depending on progress, workload
 - Improved telecom (webinars) as available
- Whoever’s present makes decisions
- Communications
 - Website
 - Address questions between meetings
 - Send e-mail notifications of updates to website
- No proxies from outside TRAC
- Consensus preferred; voting if necessary
- No surprise decisions – provide advance notice to allow time for discussion, arrangements
- Meeting materials
 - Send out one week in advance
 - Be clear when recommendations will be made (clear on expectations for agenda items)
 - Identify date, location in advance
- Meeting locations
 - Consider locations other than Denver at least twice each year
 - Meet on the 2nd Friday of each month, from 1:00 to 4:00 p.m. beginning in March 2011 – unless opportunities at a host’s location are available on a different date (such as CASTA/CDOT Fall Transit Conference)
- Meeting notes

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- Summarized notes rather than minutes
- Sort notes by agenda items
- Highlight action items
- Agenda items – carry forward as necessary
- Start and end meetings on time
- Meetings will be arranged by CDOT or host site representatives
- Meetings will be open to the public
- Actions Items will be added to the bottom of each meeting summary. Who does what by when?
How do we know when completed?