

**To:** CRCOG Transportation Committee  
**From:** Cara Radzins, CRCOG Transportation Deputy  
**CC:** Rob Aloise, CRCOG Director of Planning  
**Date:** September 4, 2020  
**Subject:** Transportation Committee Meeting Announcement Protocol

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Due to COVID-19, it appears that CRCOG Transportation and Subcommittee Committee meetings will continue to be held remotely via Zoom for the foreseeable future. CRCOG staff would like to draw your attention to a few new procedural items for improving meeting announcement protocols.

The following procedural changes went into effect with the August 2020 meeting:

- Each Transportation Committee meeting will have unique Zoom link/log-in credentials.
- Zoom log-in information will be sent to Committee members and interested parties in the body of the meeting announcement email. For others, the meeting agenda will indicate that log-in information may be requested from Karen Stewartson.
- The announcement email for Transportation Committee meetings will include an .ics file so that meeting details can be added directly to the recipient's Outlook calendar.
- Committee members may RSVP either by accepting the .ics Outlook meeting invite or by e-mailing Karen Stewartson. Please RSVP as soon as possible so we can secure a quorum.

Potential opportunities for improvement:

- CRCOG staff is considering e-mailing Transportation Committee announcements seven days prior to the meeting (Monday morning) instead of ten days (Friday afternoon). The change is compliant with CRCOG policies and is being considered due to Friday afternoon e-mails sometimes being overlooked. **We would like Committee member feedback** on whether a Monday morning distribution would be preferable.