



TPAC Inter-Subcommittee Coordination Meeting
September 8, 2016 – 9:30AM – 12:00PM
Capital Area MPO Administrative Offices

- I. **Review of Subcommittee Communication Protocol** – Bret Martin, TPAC Staff
 - A. Notification of sub-committee meetings to TPAC Clerk by preceding Friday
 - B. If meeting will be held, agenda to TPAC Clerk by preceding Friday

- II. **Work Plan and Quarterly Financial/Project Status Report Templates** – Bret Martin, TPAC Staff
 - A. Coordination among sub-committees to pull work plan/report templates together
 - B. Budget and Finance Committee responsibility
 1. Annual budgets and ordinances
 2. Financial plan and model assumptions update
 3. Quarterly/Annual financial reports
 - C. Process Committee responsibility
 1. Capital and Operating Project Agreements/Master Agreements
 - D. Planning and Prioritization Committee responsibility
 1. Quarterly project status reports, including project milestones, timelines, performance, etc.
 - E. Overlapping responsibility
 1. Multi-year operating program and CIP (P+P and B+F)
 2. Project Agreements/Master Agreements (All three)

- III. **Preparation for September 29th Work Session** – Chris Lukasina, P+P Co-Chair

- IV. **Other Business**