



# Wake County Transit Plan

## TPAC Process Committee Meeting

December 15, 2017

9:30 – 11:30 a.m.

CAMPO Conference Room B

---

### AGENDA

1. TPAC Subcommittee Structures & Guidelines

A work item on the Process Subcommittee is to continue its work on formalizing the structure and functionality of the standing TPAC Subcommittees, including proposed bylaws, membership guidelines, and meeting guidance. Elements to discuss include:

- **Subcommittee Chair(s)** – how to elect (currently subcommittee recommends a chair to the TPAC and TPAC approves; chair must be member or alternate on TPAC); do we need terms or term limits?
- **Membership** – currently membership to committees is open; this does not lend itself to quorum for decision-making. Should membership be formalized?
- **Work Plans/Task List** – standardize how work plans for committees are developed, including schedule and status reports? Maybe have work plans submitted to TPAC quarterly, with regular progress reports at TPAC meetings?
- **Meeting agendas/summaries** – Suggest: Committee chairs should endeavor to get agendas out 3 days in advance; TPAC administrator shall record meeting summaries & post to TPAC website. Regular meeting schedules should be published
- **Recommendations to TPAC** – Chair(s) shall work with TPAC administrator to put recommendation items on TPAC regular agenda as appropriate.

2. Update on Standing Committees

- Community Funding Areas – CAMPO Staff
- Public Engagement Policy – CAMPO Staff

3. Other Business

4. Next Meeting – January 12, 2018 at 9:30 a.m.

- Website Update, development approach – GoTriangle is formulating an approach, schedule & cost for an updated Wake Transit website.
- Survey Update – GoTriangle is researching the current customer surveys, and will develop a plan moving forward for how to do customer surveys including a schedule (small annual survey and larger, more comprehensive effort every 4 years). CAMPO is researching existing data concerning community attitudinal surveys and what gaps need to be filled with either interim survey(s) or if we can do a larger survey effort in the next couple of years.