

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

Public Engagement & Communications (PE&C) Subcommittee Meeting  
December 16, 2019 • 9:30am-11:00am  
CAMPO Conference Room A • Call-In: 919-996-8344

### PE&C Agenda

1. **Welcome & Introductions** (Mike Charbonneau, Vice Chair)
2. **Review of Draft PE&C Lead Agency Operating Guidelines**
  - a. Purpose and process overview (Chris Lukasina and Shelley Blake Curran)
  - b. Worksheet Discussion (Stephanie Plancich)
    - i. Annual Work Plan
    - ii. Plans, Programs and Projects
    - iii. PECO Administration
    - iv. General Communications
3. **Next Steps**
  - i. Make recommended revisions and finalize the Lead Agency worksheets
  - ii. TPAC Administrator compiles all worksheets into a complete packet of Lead Agency Operating Guidelines for review by the Process Subcommittee, before being presented to the TPAC
  - iii. PE&C defines subcommittee's February-June work task list including activities that need to be done to be ready to fully kick-off worksheets in July
  - iv. PE&C develops a subcommittee 1-pager on purpose and ongoing tasks/roles based on worksheets (new member informational sheet), presented to TPAC
4. **Set a January Meeting Date**
5. **Next Month's Agenda:**
  - a. Finalize Lead Agency Worksheets
  - b. 2020 PE&C Subcommittee Elections
  - c. Developing the Feb-June Work Task List