

<b>Calendar Year:</b>	2024
<b>Time Period:</b>	August-January

**TPAC Subcommittee Monthly Report Form**  
**Community Engagement**

9-Oct-24

<b>Task Type</b>	<b>Task Month(s)</b>	<b>Description</b>	<b>Progress Updates</b>
Recurring/Annual	July-Aug	Participate in the annual Wake Transit engagement & communications after-action review (AAR) event and draft any resulting updates to the Community Engagement Policy and/or Communications Plan.	
Specialized	July-Aug	Finalize recommendations for CE Policy updates and incorporate, as needed, into the Work Plan Funding Request and Amendment Request application materials	<b>August</b> -initial steps have been taken.
Specialized	Aug-Nov	Evaluate need and, if approved, develop a CFA Program policy for funding marketing and communication efforts of CFA/Wake Transit funded projects	
Recurring/Annual	Aug-Jan	Receive project sponsor engagement activity presentations including Level 1 Engagement Plans, Level 2 strategies for project phases and Level 3 engagement summary reports.	<b>September</b> -Wake Forest presented on Microtransit.
Recurring/Annual	Aug-Jan	Review and provide feedback on Wake Transit program-level print and electronic materials developed for public distribution and/or partner use.	<b>September</b> -Received and reviewed new graphic design elements, as well as a video proposal and communications plan.
Recurring/Annual	Aug-Jan	Provide support and promotion of Wake Transit program-level engagement and communications activities and project-level as requested.	<b>September</b> -Received an update on WTPU.
Recurring/Annual	Aug-Jan	Receive notice when the Wake Transit Tracker is updated and disseminate to your organizations.	
Recurring/Annual	Aug-Jan	Receive ongoing updates on transit related surveys; plans, processes and final reports (Ex. household survey, onboard results, ridership input, etc.)	
Specialized	Aug-Jan	Act as the engagement branch of the 2035 Wake Transit Plan Update Core Technical Team (CTT) through the life of the Plan update process.	<b>August</b> -Phase 2 planning ongoing
Specialized	Aug-Jan	AAR Recommendation: Create variety of Wake Transit communication materials (Ex. video script, The Ride, website updates, PowerPoint presentations, etc.)	<b>August</b> -Next steps determined for FY25  <b>September</b> -Received and reviewed new graphic design elements, as well as a video proposal and communications plan.

Recurring/Annual	Aug	Receive the updated Project Sponsor Engagement Presentations Schedule with FY2025 Work Plan additions and previous project status updates. (New list covers FY2018-2025)	
Recurring/Annual	Aug	Receive the FY2025 Wake Transit Work Plan draft and recommended engagement summary report.	<b>August--Completed</b>
Recurring/Annual	Aug	Receive the FY2025 Wake Transit/TPAC Activities Master Calendar.	<b>August--Completed</b>
Recurring/Annual	Aug	Receive a presentations on Wake Transit-funded, engagement-related expenditures. (Ex. Raleigh's FY25 planning, GoTriangle's project #TO002-D)	<b>August--Delayed</b>
Recurring/Annual	Sept-Nov	Support the development and publication of the annual Wake Transit financial update and Progress Report for distribution in December.	<b>August--Received Draft Document</b>
Recurring/Annual	Oct-Jan	Participate in the FY26 Wake Transit Work Plan Level 2 Strategy development process and support the community outreach process.	
Recurring/Annual	Nov-Dec	Develop the CE February-July Work Task List	

Use spaces below to write in additional notes and task comments.