

# Wake Transit - TPAC Meetings Agenda Item Summary Sheet

This information will be used to develop agendas for the TPAC and its subcommittees.

The due date for this sheet is typically 8 business days before a schedule meeting. If you need assistance or have questions about the submission process or schedule, please email the

\* Required


## Meeting Information

1. This form is being completed by: \*

2. What meeting does this form apply to? \*

- ☐ TPAC Meeting
- ☐ PD Subcommittee
- ☐ CE Subcommittee

3. What is the date of the meeting you want to present at? \*



## Agenda Item Summary

4. What is the item/topic being discussed? \*

5. What type of item is it? \*

☐ Informational Item

☐ Action/Voting Item

☐ Other Business Item

6. If an action item, please write in the action to be considered. *For example, Review the draft plan and vote to recommend Wake Transit governing board adoption.*

7. Write in the item blurb: Please provide a detailed summary of what the meeting attendees will hear about this item. Include who, what, where, when and why details. *For example, what has changed, why is this important, how does it tie to Wake Transit policies or guidance, what do you need members to know, what feedback are you seeking, how can they get involved or follow your progress, etc.* \*

## Presenter Information

8. Enter the name, organization and email address for each presenter. *Example: Tom Jones, GoRideNC, [tom@goride.org](mailto:tom@goride.org).* \*

9. How much time do you need for the item? \*

- ☐ 5 minutes
- ☐ 10 minutes
- ☐ 15 minutes
- ☐ 20 minutes
- ☐ 25 minutes
- ☐ 30 minutes or more

10. How many attachments will you have with this item? \*

- ☐ 0
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5 or more

11. Acknowledgment for Attachments -

Attachments are due the same day as this agenda item summary sheet. Email them to the TPAC Administrator at [stephanie.plancich@campo-nc.us](mailto:stephanie.plancich@campo-nc.us). If you have questions or need accommodation, contact her directly. \*

- ☐ Yes - I understand that my attachments are due with my agenda items summary sheet unless other arrangements have been made with the TPAC Administrator

12. Acknowledgment for Presentation Slides - The TPAC Administrator compiles the master slide deck for each TPAC meeting and collects and saves each subcommittee presentation. Slides should be submitted via email to [stephanie.plancich@campo-nc.us](mailto:stephanie.plancich@campo-nc.us) as the original PowerPoint file in widescreen format.

For the TPAC, slides are due the Monday before the Thursday meeting. For the subcommittees, slides are due the day before each meeting.

If you have questions or need accommodation, contact Stephanie directly. \*

- ☐ Yes - I will submit my PPT/widescreen slide deck by the due date, unless other arrangements have been made with the TPAC Administrator.

13. Do you have any questions or comments for the TPAC Administrator and/or the Chair?

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