

**Advisory Committee Enhancement (ACE) Process
Task Force Meeting: February 25, 2009**

Attendance

Larry Saltman, Katie Heatley - Committee for Transit Accessibility (CTA)

Don Dey - Technical Advisory Committee (TAC)

Chris Moylan - Policy Advisory Committee (PAC)

Bob Jacobvitz - Citizens Advisory Committee (CAC)

Jim Stallman, Herman Wadler - Bicycle and Pedestrian Advisory Committee (BPAC)

Carmen Clark - Facilitator

Greta Helm, Ann Carey, Deborah Harrington, Stephen Flynn, Jennie Loft - VTA Staff

The Advisory Committee Enhancement Process Task Force met on February 25, 2009.

The scope of the Advisory Committee Enhancement Process was discussed including reviewing excerpts from the VTA Organizational & Financial Assessment (HayGroup report) and the California Bureau of State Audit (BSA) report. We also talked about best practices used by effective and successful committees.

The group was given a booklet, *Advisory Councils*. The task to the group was to read the booklet, paying special attention to pages 7, 11, and 14. With that framework in mind, each member was asked to:

- Review the list of ideas on the “Items for Discussion” handout provided.
- Prioritize their top 6 out of the 36 items.
- Identify any items they felt should be removed from future consideration.
- Bring their top items back to the next meeting for discussion.

Next Meeting Date:

We did not set a date. However, at the first Task Force meeting there was generally agreement that the fourth week of the month worked well, since there were no VTA meetings during that period. Also, it has been requested that due to a scheduling conflict with a longstanding meeting that precludes several members from attending Wednesday Task Force meetings, consideration be given to holding future Task Force meetings at lunchtime Thursdays, instead of Wednesdays. Due to this, two possible dates for the next meeting are being offered for consideration (lunch will be provided in either case):

- Wednesday, March 25 from 11:30 a.m. to 1:00 p.m.
- Thursday, March 26 from 11:30 a.m. to 1:00 p.m.

Please indicate which date works best for you.

For the April meeting, we will ask the VTA Chair and Vice Chair to attend the Task Force meeting and will work around their respective schedules.