



**Advisory Committee Enhancement (ACE) Task Force
July 22, 2009 meeting
11:30 a.m. – 1:00 p.m.
VTA River Oaks Conference Room B-104**

Agenda

1. Welcoming remarks [Jennie Loft, VTA Public Information Officer/All] [11:30]
2. Review Advisory Committee Enhancement accomplishments to date. [11:35]
[Greta Helm, Chief of External Affairs]
 - Inclusion of advisory committee vote and major comments/concerns on memos submitted to the Board of Directors and on a summary report provided to the Board Standing Committees.
 - Ability of each committee to submit for potential Board consideration future trends, potential areas of concern or proposed initiatives (pending Board approval).
 - Development of provisional mission statements for each committee.
 - Quarterly coordination meeting between VTA chairperson and vice chairperson and advisory committee chairpersons/vice chairpersons.
 - Annual orientation and training for advisory committee leadership (chairperson and vice chairperson).
 - Agreement that each committee will review and provide input on the Consolidated Board & Committee Work Plan.
 - A detailed review of each committee's duties, responsibilities and limitations.
3. Continue discussion of strategies for improving advisory committee process, with focus on increasing efficiency and cost effectiveness. [11:50]
[Carmen Clark, Facilitator]
4. Closing remarks [Jennie Loft, VTA Public Information Officer/All] [12:55]