

**MEMORANDUM**

**TO:** Genesee Transportation Council Members & Alternates  
**FROM:** James Stack, Executive Director  
**DATE:** November 30, 2016  
**SUBJECT:** Delivery of Future Meeting Materials

At the last meeting of the Genesee Transportation Council (GTC) on September 1, 2016, I mentioned that it has been quite some time since GTC staff sought your preference on the method of delivering your meeting materials. If you have joined GTC since then, you likely have never been asked your preference.

In an effort to better serve you, we are asking your preference for delivery of meeting materials. Please choose one of the following options and make your preference know to GTC staff by returning this form or sending an email to me at [jstack@gtcmpo.org](mailto:jstack@gtcmpo.org) by December 31. If you do not give a preference, Option 2 will be selected for you.

Name: \_\_\_\_\_

\_\_\_\_\_ Option 1: All meeting materials obtained from the GTC website. The meeting materials are posted approximately one week before the meeting. This option will give you the ability view meeting materials online and print any items as desired. If you use a tablet or other portable device, you will be able to view the materials through a web browser.

Please provide your email address so you can be alerted when the meeting package becomes available.

email: \_\_\_\_\_

\_\_\_\_\_ Option 2: A *condensed* meeting package will be mailed to you approximately one week before the meeting. The condensed meeting package will consist of a meeting agenda, draft minutes from the previous Quarterly Board meeting, and a summary memorandum of Action Items, including overview of actions and recommendations of the Planning Committee. You will have access to all the meeting materials via the GTC website as indicated in Option 1. For comparison, the condensed meeting package for the September 1, 2016 meeting was about 30 pages versus about 180 for the full package.

\_\_\_\_\_ Option 3: A *full* meeting package will be mailed to you approximately one week before the meeting. The full meeting package will consist of a meeting agenda, draft minutes from the previous Quarterly Board meeting, minutes from the preceding Planning Committee meetings for reference, all Action Items -- transmittal memo, proposed Resolutions and associated material, including full draft of major products and Executive Summaries of completed studies. You will have access to all the meeting materials via the GTC website as indicated in Option 1.