**South East Regional Coordinating Council on Transportation**

**October 27, 2015 ~ Meeting Notes**

**Preparation for November 13 Forum on Education & Employment Transportation**

**Attendees**

Mary Basilone, Laura Beaudoin, Rachel Fichtenbaum, Anne C. Bisson, Sarah Alden, Jane DiBiasio, Bill Shine, Mary Ellen DeFrias, Janet Richardi, Julie Boren, Joanne Laferrara, Steve Salwak, Angie Azevedo

**Venue Update**

* The ATMC recently changed its name and is now the Center for Innovation and Entrepreneurship

**Forum Registrations**

* We currently have 22, more than half of whom are not active in SERCCOT
* An additional 10 people indicated interest from the survey
* We got 6 more from Mary’s email yesterday, and Mary will send out 2 more emails
* Mary Ellen spoke to a coalition of after school programs who want to send 1-2 people
* We’re hoping for at least 40
* We’re in better shape than we were last year
* Angie will send out Mary’s registration list to the whole group so if you see someone who should attend who isn’t already registered, please send them a personalized email
* Everyone:
	+ Please register if you haven’t already done so
	+ Please use the “forward” button at the bottom of Mary’s emails to forward this to your contacts to give them a personal reminder

**Surveys**

* We have 19 employment responses & 8 or 9 education responses

**Meeting Notes**

* The group accepted the notes from the previous meeting without amendment

**Scenarios**

* Rachel to reword the 1.25 mile wording in #2
* Angie to fix the private provider portion of #4
* In general we need to emphasize that RTAs aren’t going to be able to solve all these problems. They may be able to be part of the solution, but we want people to think outside the box. Angie and Rachel will work on a slide to share some solutions from elsewhere – eg. Neponset TMA, CrossTown Connect, GATRA’s North Plymouth after school public bus service, GATRA’s public/private partnership with Sensata

**Presentations**

* Adam already sent his powerpoint
* Angie will include her RTOI map
* Angie and Mary will create a SERCCOT handout regarding who we are and the agencies and organizations that make up the council. The handout will go in the folders and Julie will touch upon this briefly in her opening remarks.
* Mary will send Janet talking points on transportation for the Senator
* Angie will turn everything into one big ppt

**Logistical Prep**

* Janet will check with the venue about A/V needs. We’d like to use the projector & screen & Internet. Angie will bring her laptop
* Janet will be in touch with the venue about final numbers and how many tables to set up
* Janet will make sure we can get in at 7:30
* Angie has easels & markers & boards & is getting nametags & folders
* Mary is printing the agenda & stickers
* Mary will send the logos to Angie
* Mary will update the agenda to add the relevant committee that the Senator chairs & organizational affiliations for Angie & Julie
* Julie will draft seating arrangements.
* Mary will send Julie the list of registrations on Nov 5
* Mary & Angie will make nametags on Nov 5

**Food**

* Thanks to Bill for $200
* Thanks to Joe for pledging $50 and Tanja for $25
* Mary Ellen got New Bedford Vocational School to donate pastries
* Eileen is talking to Diamond
* Janet will ask what the venue will charge us for just beverages and possibly fruit
* Janet will also ask the logistical procedure for paying for food (when do they need a check, etc.)
* We will put the logos of these sponsors on our agenda
* Please make all checks payable to SRPEDD

**Volunteers**

* Anne & Laura will do the registration desk
* Julie will draft facilitation & notetaking assignments (one of each per table)
* Rachel will ask if Abril is available as well as Aniko

**Folders**

* Agenda
* Powerpoints – MassRIDES, Ride Match
* Survey results
* Attendee list
* Ride Match brochure
* SERCCOT business card
* Scenarios
* Evaluation form
* 1-pager on SERCCOT: Mary will draft a 1-pager on SERCCOT and send it to Julie. Angie will do the list of agencies

**Future Projects for After the Forum**

* We’ll do some sort of newsletter or update to follow up with attendees from this forum and last year’s

**Upcoming Meetings**

* Nov 10 – final prep, stuff folders, seating arrangements
* Nov 13 – forum!!!