

Citizens' Advisory Board
Greater Cleveland Regional Transit Authority
VAC (Volunteer Action Committee)

Friday, March 7, 2008

Agenda

- Review of Rip's proposed CAB action plan for letter-writing campaigns
- Trolley sign updates, if available
- Discussion re touring one or more of RTA's facilities
- Recycling partnerships
- Moving Minds update: poems will be chosen by today with poems and artwork complete today, March 7. Glyphix will send artwork to writers for proofing on April 21, with changes due back at Glyphix on April 24. Works will be completed and ready for printing on April 30.
- Gripes—concise discussion
- Other

Rip's draft action plan for letter-writing campaigns

1. RTA identifies the issue which could be helped by letter-writing.
2. RTA sends CAB the information and pro-RTA arguments on the issue, along with the names of potential addressees – and their addresses, unless these have been previously given to CAB members.
3. The CAB drafts a letter for its membership.
4. The CAB Chairman informs the CAB members of the letter-writing need and the availability of the drafted letter.
5. This letter is transmitted to all CAB members by either e-mail or regular mail.
6. Each member copies the letter as is or modifies it as he or she so chooses or writes his or her own letter – and then sends out to the identified addressees.
7. Members notify RTA of their having sent out the letter so RTA has a record the mailing.