

# Niles-Buchanan-Cass Area Transportation Study Policy & Technical Advisory Committee Meeting

## Phone Conference Call

Monday, April 20th

9:30 am

Dial **(605) 472-5572**

Access Code: **895451 # (Do not forget # after number)**

### Preparing for the call

SWMPC staff will be conducting the meeting using the following materials. The page numbers on the right side of the agenda (pg 2) are the pages in the power point each item is on. Supplemental material can be found in the meeting packet before the power point begins. This includes the following:

- Meeting Agenda
- February 2020 NATS Meeting Minutes
- Update for Niles Dial A Ride

### **The meeting will be called to order at 1:30 pm**

- Roll call will be taken for all NATS members in alphabetical order. Please respond with "Present"
- Other attendees will be asked to announce themselves by first and last name.

You might be asked to take your phone off speaker if other members in the meeting are having a hard time hearing you or put the phone closer to your face.

### **TIPS for having a better experience on a conference call:**

- Everyone on the call should **use the mute feature on phone** if they are not speaking.  
**\*5 to mute and \* 6 to unmute.**
- **SPEAK LOUD & SPEAK INTO THE PHONE** when talking so that everyone can hear.
- If your phone is not muted, it will disrupt the meeting with background noise.
- If you do not think people can hear you after you have said, something be sure to check if your mute button is turned off. \*6
- **If you have a question please announce yourself by name and announce the person, you are directing your question to.** *"This is Karen Simpson, I would like to direct my question to Bart Jones and ask about..."* Bart Jones unmutes his phone and responds to question.
- **If you make a motion please state your name before you make the motion.** *"This is Ted King, I will make the motion to approve the ...."*
- **Members of the public are welcome to speak during Public Comment period** at the beginning and the end of the meeting. Please announce yourself by first and last name before you comment.

**Note:** This meeting will be recorded for meeting minute purposes. Recording will be archived for no longer than 60 days from date of meeting.