

## Council Member Survey February 2014

Staff would like your input on hotel arrangements and meeting materials for Council meetings. We hope to make meetings as productive and enjoyable as possible for all Council members, so input from every member is important! Your answers will be anonymous; please answer all questions sincerely.

1) Are you a **Governor Appointed Member** or an **Agency Representative**? (please circle one)

**Please tell us how important the following hotel features are to you:** 1 = not important; 5 = very important

- |  |           |
|--|-----------|
| 2) Off-site restaurants within walking distance to the hotel | 1—2—3—4—5 |
| 3) Large sleeping rooms (bedroom & bathroom)                 | 1—2—3—4—5 |
| 4) Complimentary Wi-Fi in sleeping rooms                     | 1—2—3—4—5 |
| 5) Exercise/Pool facilities                                  | 1—2—3—4—5 |
| 6) Hotel is close (within 10 minutes) to the airport         | 1—2—3—4—5 |

### Please circle YES or NO for the following questions

- |   |                     |    |
|---|---------------------|----|
| 7) Are the <b>Council and Committee of the Whole</b> meeting rooms usually large enough to be comfortable?      | Yes                 | No |
| 8) Are the <b>Committee</b> meeting rooms usually large enough to be comfortable?                               | Yes                 | No |
| 9) Can you usually hear the presenters?   | Yes                 | No |
| 10) Can you usually see the slides/video?   | Yes                 | No |
| 11) Can you usually hear other members at the <b>Council</b> meeting?   | Yes                 | No |
| 12) Does the schedule of the meetings (including breaks) give you enough time to take care of personal needs?   | Yes                 | No |
| 13) Is the Travel Reimbursement form easy to understand?  | Yes                 | No |
| 14) Does the Travel Reimbursement form allow you to explain expenses accurately?                                | Yes                 | No |
| 15) Do you like having extra agendas for meetings included in the handout folder?                               | Yes /No Opinion/ No |    |
| 16) Do you like having the PowerPoint slides of agendas during the Committee of the Whole and Council meetings? | Yes /No Opinion/ No |    |
| 17) Do you have a preference for the area of Austin that the meetings are held?                                 | Yes                 | No |
| If yes, please provide the area that you prefer: _____  |                     |    |
| 18) Are you able to meet in other cities? If yes, please circle which cities.                                   | Yes                 | No |
| <span>San Antonio</span> <span>Houston</span> <span>Dallas</span> <span>Fort Worth</span> <span>El Paso</span>  |                     |    |

**Please tell us how helpful you find the following things.**

**1= not helpful at all; 5= very helpful**

- |   |           |
|---|-----------|
| 16) Organization/general formatting of meeting binder   | 1—2—3—4—5 |
| 17) Cover sheets for each document that explain the material behind the tab   | 1—2—3—4—5 |
| 18) Yellow color at the bottom of Tab Sheets that shows that an item is an “action” item or blue color that shows it is “discussion only” | 1—2—3—4—5 |
| 19) Organization/general formatting of the folders you receive at the meeting   | 1—2—3—4—5 |
| 24) Format of agendas   | 1—2—3—4—5 |
| 24) The format of the Quarterly Financial Report  | 1—2—3—4—5 |

**Please tell us how accessible you think materials are.**

**1= not accessible at all; 5 = very accessible**

- |   |           |    |
|---|-----------|----|
| 26) Do you use the meeting materials on the TCDD website?   | Yes       | No |
| If you refer to meeting materials on the TCDD website (or if you would like to), please tell us how accessible they are for you.  | 1—2—3—4—5 |    |
| 28) Do you use a screen-reader to view meeting materials?   | Yes       | No |
| 25) Do you understand the information on most of the meeting materials?<br>(please note below which documents are most confusing) | 1—2—3—4—5 |    |

**If you have ideas for improvement or specific comments, please write them below! Definitely let us know if some materials are hard to understand or if there are hotels that work well for you or don't work well for you. THANK YOU!**