

**MTAC Workgroup 129 Meeting Minutes
June 24, 2009**

The team completed the review and ranking of the items and the spreadsheet was updated accordingly.

The items will be sorted by ranking (H-M-L) and then into subject matter areas with the likelihood of organizing work teams to address the items in these areas.

There were some items (noted below) that will be moved to the 'Parking Lot' tab.

Greg will send out a survey to determine an acceptable date to have our meeting after the August MTAC.

Our next meeting will be on Wednesday, July 8, 2009.

Item #	Comments	Ranking H-M-L
76	Consider use of quick reference charts/tables perhaps an addition in the Quick Service Guide.	M
78	Consider linking DMM and publication references for ease of use.	H
79	Would like to see a list of other examples as well.	H
80	There should be a way to direct the reader to other applicable references/subject areas.	H
81		H
82		H
83	Clarification is needed on specific location on letters and flats. There have been problems related to barcoded pieces with USPS-applied barcodes which caused many pieces (sometimes 400-500) to be returned.	H
86	Since Leanne was absent, this will be discussed on the next call.	TBD
87	Consider providing a First-Class service for Standard Mail to increase volume. This could reduce costs for commingled/copal mailings.	L
88	Move to parking lot – follow-up since clarification is needed regarding the DMM reference(s).	N/A
89	Since Anita was absent, this will be discussed on the next call.	TBD