

**MTAC Workgroup 129 Meeting Notes
September 30, 2009**

Greg reviewed list of the high-priority items included with this meeting notice to ensure that we have captured all details before proceeding further and establishing task groups.

Wanda said that the items rated as "Medium" and "Low" should be reviewed again and sorted accordingly. Greg will send out a list before the next call.

The next call will be on Wednesday, October 14, 2009 from 10:00-11:20 AM

Item #(s)	Comments
26,58,38	Greg mentioned that he had obtained USPS volunteers from Mailing Standards, BMA, Operations and the Inspection Service. Steve Dearing from Intelligent Mail Planning and Standards will also be asked to participate on this team. Alternatives for domestic return address placement will be discussed on a call to be scheduled soon. Greg said that there are also return address impacts for international mail. There is a UPU requirement that return addresses must be on all mailpieces.
55,3,28,71	George Laws has received (13) designs for review. A task group will start working on these. There was feedback on these designs from PCC Day participants and the Law Department.
62	Karen Tucker has assigned responsibility to a new staff member to begin working on a redesign of BRM to enhance performance using automation accounting with improved scanning capability. This redesign improvement will have cross-functional capabilities.
46	Greg will have some review the EXCEL file that Adam produced so it can be shared at a future call
47	Rod Devar said that he will take responsibility for reporting on this item.
39	Greg will follow-up with Sam's group.
40-41	Karen mentioned that this idea originated in the MTAC 125 workgroup by Sharon Harrison and the other First-Class mailers that were involved. Karen is examining product offerings along the lines of the "2 nd Oz", "First-Class Light", and "Standard Mail Plus".
82	If DMM revisions are received from Karen's group for CRM, these would be incorporated into a future update.
83	Laine said that return address placement could be restrictive with flats more than letters from a processing standpoint. Krista said the OCR Region of Interest needs to be considered. Carrie suggested that the return address be located to the upper left of the delivery address. Pub 25 should be reviewed (currently being revised) along with Designing Letter and Reply Mail. Becky will forward info to Greg for dissemination to team.

The following items were rated "Medium" or not at all.

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49	Will follow up with Jonathan Leon in David Mastervich's group (Mailing and Shipping Services).
91	Becky will check with Bill.
42	Karen said that this could be a new concept to bring business from Fedex & UPS and therefore drive volume. Bob commented that the signature waiver on certified might be an alternative. Laine commented that the IMb could add credence to this concept.