

Notes from MTAC User Group #8 – USPS Mailing Promotions Meeting on December 3, 2013

- **Meeting Frequency:** proposed to have monthly telecons; decision to be finalized during the next user group meeting on December 17, 2013. The group agreed to Tuesdays at 11 AM (EST) as a general starting time for subsequent meetings.
- **Mission Statement:** group reviewed mission statement. No proposed changes were made, but may want to add something about communicating promotions and promoting participation.
- **Structure of Future Meetings:** group will develop timeline for submitting and discussing promotion ideas, including a session for brainstorming ideas. USPS will need to have finalized concepts by early Spring 2014 in preparation for any CY 2015 promotions.
- **Submission of Promotion Ideas:** USPS to provide template to group shortly. Industry can begin submitting suggestions for review on December 17.
- **PRC Approval of 2014 Promotions:** The CY 2014 promotions were approved. USPS to send draft of program requirements for first two to three promotions in 2014 to group for their review before they will be posted on RIBBS. Comments should be sent in by Friday, December 6.
- **Communications:** Webinar on CY14 has been planned for week of December 9. Support materials for the promotions are being developed and a “Quick Start” guide will be available.
- **Other:** Technical questions and concerns about PostalOne! can be addressed by a USPS group member from MEPT.