**CY24 Cohort Meeting Calendar and Agendas**

**February                Topic: Vehicle Ordering and Decommissioning**

* *Reviewing what is Required/not Required*
* *Vehicle Request Form – Completing the Form from A to Z*
* *Review Items for the upcoming month (AFC Checklist)*

**April                   Topic: Fueling**

* *How to create and delete a fuel pin*
* *Utilizing Holman Fueling Reports*
* *Review Items for the upcoming month (AFC Checklist)*

**June                      Topic: Underutilization Exemption Process**

* *Purpose/Requirements*
* *Updating overnight parking address*
* *Odometer readings*
* *Review Items for the upcoming month (AFC Checklist)*

**August                       Topic: Maintenance**

* *Setting parameters*
* *Dashboard Review*
* *1-800-CAR-CARE*
* *Review Items for the upcoming month (AFC Checklist)*

**October        Topic: Telematics**

* *Geotab Tracking demonstration*
* *How to request*
* *Pricing*
* *Installation Process*
* *Benefits of having Telematics devices*
* *Review Items for the upcoming month (AFC Checklist)*

**December          Topic: Defensive Driving**

* *Benefits of Program- Great interactive modules with test and reporting tools.*
* *Accepted by BRIM for premium discounts.*
* *How to add a driver*
* *Review Items for the upcoming year (AFC Checklist)*