

Memorandum 68-91

Subject: Meeting Arrangements

In the past the meetings of the Commission have been rescheduled when necessary in order to obtain good attendance or because of other reasons. The Executive Secretary had rescheduled the September meeting for one week later than originally scheduled because the state bar meeting room was not available, because a substantial number of persons had indicated they needed more time to comment on our tentative proposals, and because the staff needed more time to analyze the comments from interested persons in view of it being necessary to allow additional time to such persons. When it appeared that there would not be a good attendance of Commissioners on the new date, it was necessary to reset the meeting for the date originally scheduled.

Several of the new members of the Commission have expressed the view that meeting dates should not be changed when they have been established and plans have been made based on the dates so established. Accordingly, the staff suggests that, hereafter, if a meeting cannot be held on the scheduled date, that the meeting be canceled and the next meeting be the meeting date scheduled for the next meeting. Second, because we sometimes run into a problem in meeting at the State Bar Building, we might request that our budget be increased by \$250 to cover the cost of rental of meeting rooms at a hotel located in the San Francisco or Los Angeles Airport when necessary. (The cost of a meeting room at the San Francisco Airport runs about \$70 for an evening and two day meeting. This assumes that materials will be

removed from the room each night; otherwise the cost is doubled.)
In the alternative, we could plan on saving the \$250 in travel expenses since we would not have to pay any travel reimbursement for travel between the San Francisco Airport and San Francisco or the Los Angeles Airport and downtown Los Angeles. The Commission discussed a somewhat similar staff suggestion in 1966 that Commission meetings sometimes be held at hotels located at the San Francisco Airport or Los Angeles Airport and did not adopt it. However, several commissioners have suggested that we make some arrangement similar to that outlined and the staff believes that it is a good suggestion. We believe that we probably could finance the cost of the rental of meeting rooms from travel savings. If this is the Commission decision, we will request the budget division that \$250 be transferred from travel to rent.

Respectfully submitted,

John H. DeMouilly
Executive Secretary