

Admin.

January 22, 2004

## Memorandum 2004-1

**2004 Meeting Schedule**

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The reduction of Commission resources and staff will require a cut back in the Commission's meeting schedule. For now, the staff estimates a full day meeting every other month is probably about right at our current level of output. We're optimistic that we will be able to enlist some law student resources during 2004, but whether that will make the staff more productive or less remains to be seen.

Taking into account legislative calendar, airline schedules, staff vacations, weather, etc., the staff proposes the following meeting schedule for the remainder of 2004. Please bring your calendars to the meeting so we can adjust the proposed schedule as necessary to ensure maximum attendance by Commissioners. This will be particularly important while the Commission operates with a bare quorum until the Governor fills the vacancies in Commission membership.

Please note that the April and June meetings would be scheduled for a Thursday rather than a Friday. That is to facilitate attendance by the legislative members of the Commission during the time the Legislature is in session.

<b>April 2004</b>	<b>Sacramento</b>
Apr. 15 (Thur.)	10:00 am – 4:00 pm
<b>June 2004</b>	<b>Sacramento</b>
June 10 (Thur.)	10:00 am – 4:00 pm
<b>September 2004</b>	<b>Oakland</b>
Sept. 17 (Fri.)	9:30 am – 5:00 pm
<b>November 2004</b>	<b>Burbank</b>
Nov. 19 (Fri.)	9:30 am – 4:00 pm

Respectfully submitted,

Nathaniel Sterling  
Executive Secretary