

Admin.

August 18, 2004

Memorandum 2004-33

2005 Meeting Schedule

Our current meeting pattern of one full day every other month seems to be about right for our present staffing level. It allows us to produce a sufficient amount of material for the meeting, and permits reasonable progress on most topics.

Taking into account the Legislature's calendar, airline schedules, three-day weekends, staff vacations, weather, etc., the staff proposes the following meeting schedule for 2005. Please bring your calendars to the meeting so we can adjust the proposed schedule as necessary to enable maximum attendance by Commission members.

The May and July meetings would be scheduled for a Thursday rather than a Friday. That is to facilitate attendance by the legislative members of the Commission when meeting in Sacramento. (Note: Our current Assembly member — Ellen Corbett — will be termed out of office on November 30, 2004.)

SCHEDULED

| | |
|-----------------------|-------------------|
| September 2004 | Oakland |
| Sept. 17 (Fri.) | 9:00 am – 4:30 pm |
| November 2004 | Burbank |
| Nov. 19 (Fri.) | 9:30 am – 4:00 pm |

PROPOSED

| | |
|---------------------|--------------------|
| January 2005 | San Jose |
| Jan. 21 (Fri.) | 9:00 am – 5:00 pm |
| March 2005 | Burbank |
| Mar. 18 (Fri.) | 9:30 am – 4:00 pm |
| May 2005 | Sacramento |
| May 12 (Thur.) | 10:00 am – 4:00 pm |

July 2005
July 14 (Thur.)

Sacramento
10:00 am – 4:00 pm

September 2005
Sept. 23 (Fri.)

San Diego
9:00 am – 5:00 pm

November 2005
Nov. 18 (Fri.)

San Francisco
9:00 am – 5:00 pm

Respectfully submitted,

Nathaniel Sterling
Executive Secretary