

Admin.

September 6, 2005

Memorandum 2005-28

Schedule of Future Meetings

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.

We are in the process of increasing our staffing and therefore will be able to increase our output. However, there will be a bit of a transition period while our new employees learn the ropes and become fully productive. We should be able to increase our meeting time once things are in full swing.

Taking that factor into account, and taking into account the Legislature's calendar, airline schedules, three-day weekends, staff vacations, weather, etc., the staff proposes the meeting schedule for 2006 attached as an Exhibit to this memorandum. Please bring your calendars to the meeting so we can adjust the proposed schedule as necessary to enable maximum attendance by Commission members.

The March through June meetings would be scheduled for a Thursday rather than a Friday. That is to facilitate attendance by legislative members of the Commission when the Legislature is in session. (The January meeting would be scheduled outside of Sacramento due to possible travel complications that may result from the tule fog at that time of year.)

Respectfully submitted,

Nathaniel Sterling
Executive Secretary

Exhibit

SCHEDULED

September 2005	Burbank
Sept. 30 (Fri.)	9:30 am – 5:00 pm
November 2005	San Francisco
Nov. 18 (Fri.)	9:00 am – 5:00 pm

PROPOSED

January 2006	Burbank
Jan. 20 (Fri.)	9:30 am – 5:00 pm
March 2006	Sacramento
Mar. 9 (Thur.)	9:00 am – 4:30 pm
April 2006	Sacramento
Apr. 27 (Thur.)	9:00 am – 4:30 pm
June 2006	Sacramento
Jun. 8 (Thur.)	9:00 am – 4:30 pm
July 2006	Burbank
Jul. 21 (Fri.)	9:30 am – 5:00 pm
September 2006	San Francisco
Sept. 8 (Fri.)	9:00 am – 5:00 pm
October 2006	Burbank
Oct. 20 (Fri.)	9:30 am – 5:00 pm
December 2006	Burbank
Dec. 8 (Fri.)	9:30 am – 5:00 pm