

Admin.

January 5, 2012

## Memorandum 2012-3

### Meeting Schedule

---

For the last several years, the Commission has followed a pattern of meeting approximately every other month for one day. That has worked reasonably well 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. The schedule proposed for 2012 would follow that general schedule.

Consistent with our past practice, proposed Sacramento meetings are scheduled for Thursdays. That should make it easier for the legislative members of the Commission to attend. Other meetings are generally scheduled for Fridays, on the assumption that a Friday meeting would be more convenient for non-legislative Commissioners.

In recent years, most meetings have been held in Sacramento (or Davis), in order to reduce travel costs and make it easier for the Legislative members and the Legislative Counsel to attend.

The staff recognizes that this practice imposes a disproportionate burden on our southern California Commissioners, and makes it harder for members of the public in that region to attend Commission meetings. The schedule proposed in this memorandum was prepared assuming that we would continue the tilt toward Sacramento meetings, but Commissioners should feel free to change that practice if it is no longer desirable.

Taking into account the Legislature's calendar, known scheduling conflicts, airline schedules, holidays, staff vacations, weather, etc., the staff proposes the following meeting schedule for 2012:

<b>February 2012</b> Feb. 9 (Thur.)	<b>Sacramento</b> 10:00 am – 4:00 pm
<b>April 2012</b> April 12 (Thur.)	<b>Sacramento</b> 10:00 am – 4:00 pm
<b>June 2012</b> June 14 (Thur.)	<b>Sacramento</b> 10:00 am – 4:00 pm
<b>August 2012</b> Aug. 17 (Fri.)	<b>Burbank</b> 10:00 am – 4:00 pm
<b>October 2012</b> Oct. 18 (Thur.)	<b>Davis</b> 10:00 am – 4:00 pm
<b>December 2012</b> Dec. 13 (Thur.)	<b>Burbank</b> 10:00 am – 4:00 pm

Please bring your calendars to the meeting so we can adjust the proposed schedule as necessary to enable maximum attendance by Commission members.

Respectfully submitted,

Brian Hebert  
Executive Director