

Memorandum 2012-37

Meeting Schedule

The Commission needs to make two decisions regarding the schedule for its 2012 and 2013 meeting schedules: (1) Fix the location for its December 2012 meeting. (2) Set its 2013 meeting schedule. Those matters are discussed below.

Location of December 2012 Meeting

In setting its 2012 meeting schedule, the Commission decided that its December meeting would be held in Southern California. However, the exact location was not determined.

Alternatives that have been used in the recent past include:

- (1) Conference facilities adjacent to the Burbank airport.
- (2) Conference facilities in the Burbank Airport,
- (3) The LAX Courthouse.
- (4) The State Office building in Los Angeles.
- (5) The State Office building in San Diego.
- (6) The faculty lounge in the University of San Diego School of Law.

A good meeting space should be open to the public, easily accessible from the airport and ground transportation, with good conference facilities and access to reasonably good and quick lunch options. **With all of that in mind, the Commission needs to decide where to hold the December meeting.**

2013 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 the staff to produce a sufficient amount of material for the meeting, and permits reasonable progress on most topics. The schedule proposed for 2013 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. In 2012, that balance was adjusted slightly, by holding two of the six meetings in southern California.

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 2013:

February 2013 Feb. 7 (Thur.)	Sacramento 10:00 am – 4:00 pm
April 2013 April 11 (Thur.)	Sacramento 10:00 am – 4:00 pm
June 2013 June 13 (Thur.)	Sacramento 10:00 am – 4:00 pm
August 2013 Aug. 16 (Fri.)	Southern California 10:00 am – 4:00 pm
October 2013 Oct. 10 (Thur.)	Davis 10:00 am – 4:00 pm
December 2013 Dec. 13 (Fri.)	Southern California 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.

The Commission may also want to set precise locations for any meetings scheduled to be held in Southern California.

Respectfully submitted,

Brian Hebert
Executive Director