

Admin.

October 17, 2014

## Memorandum 2014-40

### Meeting Schedule

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This memorandum discusses two matters relating to the Commission's meeting schedule:

- A proposed schedule for the Commission's meetings in 2015.
- A possible change to the location of the December 11, 2014 meeting.

#### PROPOSED 2015 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 2015 would follow that general schedule.

In recent years, three of our six meetings have been held in the State Capitol. This location makes it much easier for legislators, legislative staff, and the Legislative Counsel to attend all or part of a meeting.

Since locating our headquarters office in the UC Davis Law School, we have also met in the law school once each year. Although this is slightly less convenient to Legislators, it is still reasonably near to the Capitol. Moreover, it helps to reinforce a valuable working relationship with the law school.

Our remaining two meetings are typically held in Burbank, Los Angeles, or San Diego. This facilitates the participation of those who live in the southern part of the state.

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 have generally been scheduled for Fridays, on the assumption that a Friday meeting would be more convenient for non-legislative Commissioners. (We have made exceptions to that pattern for

meetings scheduled in December. Such meetings have been scheduled on Thursdays, on the assumption that a Friday so close to a major holiday could be a difficult day for air travel.)

Commissioner Kick has asked that the Commission consider scheduling all of its meetings on Thursdays, as his practice often requires that he appear in court on Fridays. **At the September meeting, the Commission directed the staff to prepare a provisional 2015 meeting schedule that includes Friday meetings, but to raise the issue for discussion.**

The proposed 2015 meeting schedule that is set out below follows our recent practice, including the scheduling of two Friday meetings (with possible alternative Thursday meeting dates shown in italics and in brackets).

<b>February 2015</b> Feb. 12 (Thur.)	<b>Sacramento</b> 10:00 am – 4:00 pm
<b>April 2015</b> April 9 (Thur.)	<b>Sacramento</b> 10:00 am – 4:00 pm
<b>June 2015</b> June 4 (Thur.)	<b>Sacramento</b> 10:00 am – 4:00 pm
<b>August 2015</b> Aug. 7 (Fri.) <i>[Aug. 6 (Thur.)]</i>	<b>Los Angeles</b> 10:00 am – 4:00 pm <i>10:00 am – 4:00 pm]</i>
<b>October 2015</b> Oct. 9 (Fri.) <i>[Oct. 8 (Thur.)]</i>	<b>Davis</b> 10:00 am – 4:00 pm <i>10:00 am – 4:00 pm]</i>
<b>December 2014</b> Dec. 10 (Thur.)	<b>San Diego</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.

#### DECEMBER MEETING LOCATION

At the September 2014 meeting, the Commission expressed its interest in inviting former Executive Secretary Nathaniel Sterling to attend its October or December meetings, in order to recognize Mr. Sterling for his generosity in establishing a charitable fund to support the Commission's work with students at King Hall Law School. The Commission expressed its willingness to change

the location of the December meeting to somewhere in the San Francisco Bay Area, if that would make it easier for Mr. Sterling to attend.

Mr. Sterling has informed the staff that he could attend the December meeting if it were held in the San Francisco Bay Area.

**Does the Commission wish to change the meeting location for the December meeting as discussed above?** If so, the staff will find an appropriate venue (based on considerations of cost, proximity to airports, and suitability of the facility).

Respectfully submitted,

Brian Hebert  
Executive Director