

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: November 12, 2009

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM D-4: CONFIRMATION OF BI-MONTHLY REGULAR EXECUTIVE COMMITTEE MEETING DATES AND TIMES – REMAINDER OF FY09-10

Recommended Action: Approve the regular bi-monthly meeting dates and times for the MERA Executive Committee for the remainder of FY 09-10 as follows: Wednesday, January 13, 2010; Wednesday, March 10, 2010; and Wednesday, May 12, 2010, all beginning at 3:30 p.m. in the Heritage Room, Novato Fire Protection District, 95 Rowland Way, Novato.

Background: Over the last year, the MERA Executive Committee has regularly met on the second Wednesday of every other month, commencing at either 2 p.m. or 3:30 p.m. This day of the month has worked very well for Committee Members and Alternates in achieving quorums and overall excellent attendance. Use of the NFPD Heritage Room as a regular meeting venue has likewise been helpful to our members.

Consistent with your current meeting schedule, the second Wednesday of every other month, commencing January 2010 through June 30, 2010, is once again proposed for your calendars starting at 3:30 p.m. on each date:

Wednesday	January 13, 2010	3:30pm
Wednesday	March 10, 2010	3:30pm
Wednesday	May 12, 2010	3:30pm

Tentative date for the MERA Board meeting is Wednesday - May 19, 2010 at 3:30pm, to provide timely budget information for member agencies and to assure compliance with the MERA JPA agreement, which requires annual budget adoption on or before June 1 of each year.