

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**MEMORANDUM**

**DATE:** June 20, 2012  
**TO:** MERA Board of Directors  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **B-3**: PROPOSED MERA GOVERNING BOARD  
MEETING SCHEDULE FY12-13

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**Recommended Action:** Confirm the annual meeting date of May 15, 2013, as the Proposed MERA Governing Board Meeting Schedule for FY12-13 or amend it accordingly.

**Background:** Heretofore, the MERA Board has scheduled two regular meetings each year, in May and December. The Board acts on its Annual Budgets and Work Plan in May and Annual Progress Report on Authority Operations and Activities, Executive Officer RGS Contract and Work Plan and Audited Financial Statements and Auditors' Report in December.

The current next Board meeting dates in FY12-13 would be Wednesday, December 12, 2012, and Wednesday, May 15, 2013, at 3:30 p.m., respectively.

With the proposed new Executive Board and its likely continued bi-monthly meeting schedule, and per the proposed Revised Bylaws, there will be one annual meeting of the Governing Board in May each year, wherein the annual budgets and work plan will be considered. Actions previously taken by the Governing Board in December could be delegated to the new Executive Board, thus negating the need for a second meeting.

Meeting location will continue to be the Heritage Conference Room at the Novato Fire Protection District Administrative Office.