

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: September 12, 2012
TO: MERA Executive Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM **C-4**: **REPORT ON EXECUTIVE BOARD
TASKS/WORKLOAD**

Recommended Action: Receive and file Report on Executive Board Tasks/Workload as presented.

Background: With some members of the Executive Board being new to MERA or new to serving MERA at this level, this Report is intended to identify tasks and workload of this newly constituted governance structure.

The Executive Board is responsible for day-to-day oversight of MERA's operations and administration. The Executive and Operations Officers, who are contract staff, report to the Executive Board. Primary tasks of the Executive Board include the following:

- Development, promulgation and oversight of MERA's three annual budgets (Operating, Debt Service and New Project Financing)
- Entering into Contracts and Approving Change Orders or New Expenditures, either within Budgets or up to \$100,000
- Use of Reserve Funds for Board-Approved Projects or within Fund purposes (Replacement, Emergency and New Project Financing Funds)
- Mid-year Budgets Review
- Non-member Fee Schedule Review
- Review and Approval of Strategic Plan Projects/Activities within Governing Board parameters

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- Annual Audit Review
- Setting Policies and Procedures
- Review of Annual Progress Report on Authority Operations and Activities
- Review and Approval of Radio Moratorium Waivers
- Committee Appointments
- Review of MERA Membership Requests

The Governing Board retains the responsibility for approving the annual budgets and Work Plan in May and Annual Progress Report on Authority Operations and Activities, Executive Officer Contract and Work Plan and the Audited Financial Statements/Auditors' Report in December. For continuity of leadership, it has been suggested that Governing Board President Revere be invited to attend Executive Board meetings in an ex-officio capacity.

The proposed schedule of Executive Board Meetings includes six per year. Meetings average 60-90 minutes in length.

Five members constitute a quorum. Executive Board RSVPs are requested accordingly to confirm quorums.

Where the schedule can be contracted based on business necessity, meeting consolidation or cancellation will occur in the best interests of Executive Board members' time.

Agendas and staff reports are distributed one week prior to the meetings and distributed electronically only, unless otherwise requested.