



ITEM ID: 2024-306-0

TRANSMITTAL DATE: November 1, 2024

MEETING DATE: November 8, 2024

TO: Board of Directors

FROM: Michelle Pena, Board Clerk

SUBJECT: Board and Committee Meeting Dates for Calendar Year 2025

Issue

Staff has prepared the Board and Committee meeting schedule for 2025 in an effort to maintain a regular meeting schedule and avoid schedule conflicts.

Recommendation

It is recommended the Board approve the 2025 Board and Committee meeting schedule as detailed in Attachment A, holding the Audit and Finance Committee (AFCOM), Executive Committee (ECOM) and Contracts, Operations, Maintenance, and Safety Committee (COMS) meetings on the 2nd Friday of the month, and the Board Meeting on the 4th Friday of the month.

Strategic Commitment

This report aligns with the Strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on subsidy while bringing our system into a state of good repair and investing in the development of our employees. The calendar informs Board members and members of the public of the 2024 standing Committee and Board meetings.

Background

Staff prepares an annual regular Board and Committee meeting calendar to maintain a consistent meeting schedule and decrease scheduling conflicts. Monthly Committee and

Board meetings are scheduled for the 2nd and 4th Fridays, respectively, with exceptions in September, November and December when no Committee meetings will be held. Meetings are scheduled to be held at the Los Angeles County Metropolitan Transportation Authority (Metro) Board Room located at One Gateway Plaza, 3rd Floor, Los Angeles, CA 90012.

Discussion

The 2025 Board and Committee meeting schedule (Attachment A) details meeting dates for calendar year 2025.

Staff has taken into consideration holidays, other agencies' meeting schedules, and major industry conferences, and has altered the schedule where necessary to avoid conflicts by holding only one Board meeting on certain months as noted in the attachment.

As is the practice, due to the holidays in November and December, only the Board meetings will be held during those months. Due to industry conference conflicts, Committees will not convene for the month of September. Any items that would have been presented to the Committees would instead go directly to the Board.

The Board and Committees will be dark for the month of August.

The Committee timeslots will remain the same:

- Audit and Finance Committee will meet at 9:00 a.m.
- Executive Committee will meet at 9:45 a.m.
- Contracts, Operations, Maintenance, and Safety Committee will meet at 10:30 a.m.

Budget Impact

There is no budgetary impact as a result of this report.

Next Steps

Upon approval from the Board, the Board Clerk will share the final calendar with internal and external stakeholders.

Prepared by: Michelle Pena, Board Clerk

Approved by: Noelia Rodriguez, Chief of Staff

Attachment(s)

[Attachment A - DRAFT 2025 Board Calendar](#)