



**ITEM ID:** 2024-306-0

**TRANSMITTAL DATE:** October 18, 2024

**MEETING DATE:** October 25, 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**

Executive Committee recommended (5-0) the Board approve the 2025 Board and Committee meeting schedule as detailed in Attachment A. The Committee also recommended changing the sequence of committee meetings to begin with the Executive Committee (ECOM), followed by the Audit and Finance Committee (AFCOM), and Contracts, Operations, Maintenance, and Safety Committee (COMS) on the 2nd Friday of the month, with 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 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.

Executive Committee also recommended swapping the timeslots for Executive Committee and Audit and Finance Committee. Beginning in 2025, Executive Committee would meet at 9:00 a.m. and Audit and Finance Committee would meet at 9:45 a.m. Contracts, Operations, Maintenance, and Safety Committee would still 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](#)