



ITEM ID: 2023-346-0

TRANSMITTAL DATE: November 9, 2023

MEETING DATE: November 17, 2023

TO: Board of Directors

FROM: Michelle Pena, Board Secretary

SUBJECT: Board and Committee Meeting Dates for Calendar Year 2024

Issue

Staff has prepared the Board and Committee meeting schedule for 2024 in an effort to maintain a regular meeting schedule and avoid schedule conflicts.

Recommendation

It is recommended that the Board approve the 2024 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 2024 Board and Committee meeting schedule (Attachment A) details meeting dates for calendar year 2024.

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 that month. Instead, the Board will meet on September 13, the date Committees would ordinarily have met. 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.

Budget Impact

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

Next Steps

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

Prepared by: Michelle Pena, Board Secretary

Approved by: Noelia Rodriguez, Chief of Staff

Attachment(s)

[Attachment A - DRAFT 2024 Board Calendar](#)