

Regional Conservation Authority

**PROPOSAL TO CHANGE THE SCHEDULE OF FUTURE EXECUTIVE
COMMITTEE MEETINGS**

Staff Contact:

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Background:

The meetings of the Executive Committee (formerly called Administrative Committee) were previously established to be held on the second Wednesdays of the month, at 12:45 p.m. following the WRCOG Administration and Finance Committee and the RCTC Board meetings. Last year, the Executive Committee changed the meeting time from 12:45 p.m. to 1:00 p.m. to provide additional time for the meetings preceding the Executive Committee. There have been occasions that the Executive Committee meeting time has to be pushed back when earlier agency meetings ran longer than expected.

The Executive Committee reviews agenda items and makes recommendations to the RCA Board of Directors. The RCA Board meets on the first Mondays of the month and, in some instances, the Executive Committee meeting falls on the same week. Under the current schedule, the items approved by the Executive Committee are held for almost three (3) weeks before they are forwarded to the RCA Board. Staff feels that the timetable from the point the Executive Committee reviews and approves agenda items to the time that the items are presented to the RCA Board could be enhanced by scheduling the Executive Committee meetings to the third Wednesday of each month or to another day on the third week of the month. Also, the proposed schedule will provide time for staff to review the item and make appropriate changes as directed by the Committee or by the Board. The meeting time on the third week could be scheduled to suit the schedule of the Executive Committee members. Staff is requesting that the Executive Committee members bring their respective calendars to assist in determining a meeting schedule that is agreeable with everyone.

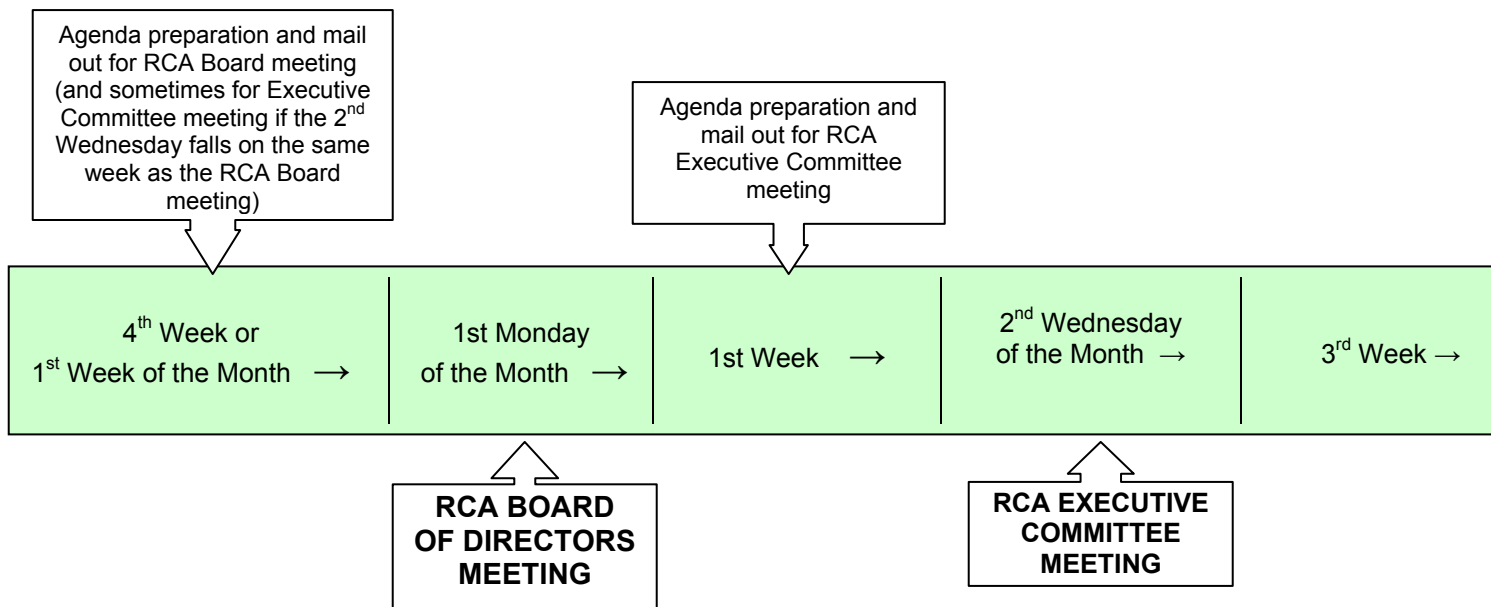
Recommendation:

That the Executive Committee consider the proposal to change the schedule of their future meetings to a day on the third week of each month.

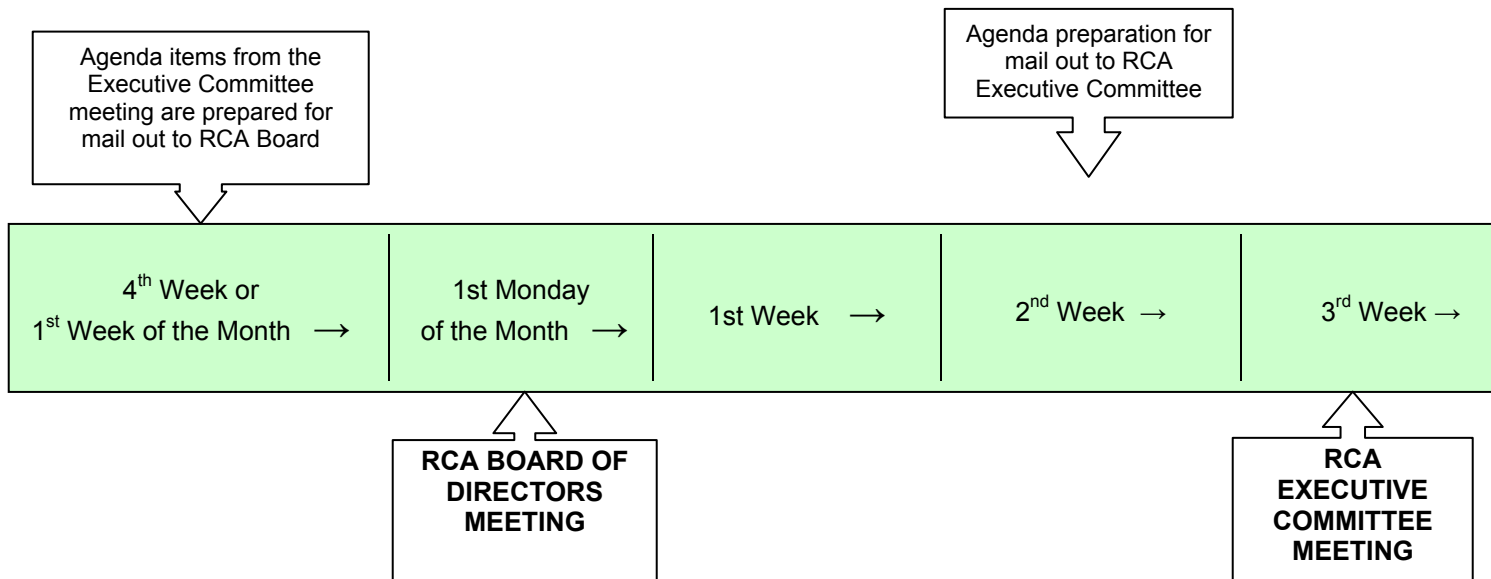
Attachments:

1. Agenda Preparation and Meeting Cycle – Current and Proposed
2. Meeting Schedule

CURRENT RCA AGENDA REVIEW AND APPROVAL CYCLE



PROPOSED RCA AGENDA REVIEW AND APPROVAL CYCLE



2007 MEETINGS
WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY

RCA BOARD OF DIRECTORS				EXECUTIVE COMMITTEE		
Month	Meeting Date	Time	Location	Meeting Date	Time*	Location
January	Mon, Jan 8	1:00 P.M.	CAC, Board Room, First Floor, 4080 Lemon Street, Riverside, CA	Wed, Jan 10	4:00 P.M.	CAC, 12 th Floor Conference Room "A", 4080 Lemon Street, Riverside, CA
February	Mon, Feb 5	1:00 P.M.	CAC, Board Room, First Floor, 4080 Lemon Street, Riverside, CA	Wed, Feb 14	4:00 P.M.	CAC, 12 th Floor Conference Room "A", 4080 Lemon Street, Riverside, CA
March	Mon, Mar 5	4:00 P.M.	CAC, Board Room, First Floor, 4080 Lemon Street, Riverside, CA	Wed, Mar 14 Wed, Mar 21	4:00 P.M. 1:00 P.M.	CAC, 12 th Floor Conference Room "A", 4080 Lemon Street, Riverside, CA CAC, 5th Floor Conference Room "C", 4080 Lemon Street, Riverside, CA
April	Mon, Apr 2	1:00 P.M.	CAC, Board Room, First Floor, 4080 Lemon Street, Riverside, CA	Wed, Apr 11	1:00 P.M.	CAC, 12 th Floor Conference Room "A", 4080 Lemon Street, Riverside, CA
May	Mon, May 7	1:00 P.M.	CAC, Board Room, First Floor, 4080 Lemon Street, Riverside, CA	Wed, May 9	1:00 P.M.	CAC, 12 th Floor Conference Room "A", 4080 Lemon Street, Riverside, CA
June	Mon, Jun 4	1:00 P.M.	CAC, Board Room, First Floor, 4080 Lemon Street, Riverside, CA	Wed, June 13	1:00 P.M.	CAC, 12 th Floor Conference Room "A", 4080 Lemon Street, Riverside, CA
July	Mon, Jul 2	1:00 P.M.	CAC, Board Room, First Floor, 4080 Lemon Street, Riverside, CA	Wed, July 11	1:00 P.M.	CAC, 12 th Floor Conference Room "A", 4080 Lemon Street, Riverside, CA
August	Mon, Aug 6	1:00 P.M.	CAC, Board Room, First Floor, 4080 Lemon Street, Riverside, CA	Wed, August 8	1:00 P.M.	CAC, 12 th Floor Conference Room "A", 4080 Lemon Street, Riverside, CA
September	Mon, Sept 10	1:00 P.M.	CAC, Board Room, First Floor, 4080 Lemon Street, Riverside, CA	Wed, Sept 12	1:00 P.M.	CAC, 12 th Floor Conference Room "A", 4080 Lemon Street, Riverside, CA
October	Mon, Oct 1	1:00 P.M.	CAC, Board Room, First Floor, 4080 Lemon Street, Riverside, CA	Wed, Oct 10	1:00 P.M.	CAC, 12 th Floor Conference Room "A", 4080 Lemon Street, Riverside, CA
November	Mon, Nov 5	1:00 P.M.	CAC, Board Room, First Floor, 4080 Lemon Street, Riverside, CA	Wed, Nov 14	1:00 P.M.	CAC, 12 th Floor Conference Room "A", 4080 Lemon Street, Riverside, CA
December	Dec 3	1:00 P.M.	CAC, Board Room, First Floor, 4080 Lemon Street, Riverside, CA	Wed, Dec 12	1:00 P.M.	CAC, 12 th Floor Conference Room "A", 4080 Lemon Street, Riverside, CA

*The regular meetings of the Executive Committee are scheduled at 1:00 p.m. or immediately following the Western Riverside Council of Governments Administration and Finance Committee meetings.

--Strikeout - Cancelled meetings.

Italic – Special meeting.