

# MARIN EMERGENCY RADIO AUTHORITY

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## MEMORANDUM

**DATE:** April 8, 2004  
**TO:** MERA Board of Directors  
**FROM:** Martin J. Nichols, Executive Officer  
**SUBJECT:** AGENDA ITEM H: REGULAR MEETING DATES/TIMES

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Recommended Action: Establish a regular Board meeting date/time for the third Thursday of the even numbered months at 4:00 p.m.

Background:

The process of business for MERA has precluded keeping a regular meeting schedule. I now find that we can establish a set date and time for our meeting, calling special meetings as needed.

I suggest we set the third Thursday of the even number months as our set meeting date. If approved, we would meet as follows for the rest of 2004:

June 17, 2004 – 4:00 p.m.  
August 19, 2004 – 4:00 p.m.  
October 21, 2004 – 4:00 p.m.  
December 16, 2004 – 4:00 p.m.