

# MARIN EMERGENCY RADIO AUTHORITY

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AGENDA ITEM A-3

## MEMORANDUM

**DATE:** March 10, 2010

**TO:** MERA Executive Committee

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM A-3: REPORT ON ELECTRONIC DISTRIBUTION OF BOARD AND EXECUTIVE COMMITTEE AGENDA PACKETS

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Recommended Action: Approve electronic distribution of Board and Executive Committee agenda packets except when otherwise requested or required.

Background: MERA staff currently transmits Board and Executive Committee agenda packets electronically and via U.S. Mail. Meeting packets are also posted online at [meraonline.org](http://meraonline.org). The Executive Committee meets every other month (at least six times annually) and the Board meets at least twice a year. The number of recipients (members, alternates, staff, counsel, and others) of Committee packets is 25 and the number of Board packet recipients is 61. Cost of postage averages \$300 per quarter. Mailings for special activities (i.e. bond refunding, etc.) are usually reimbursed to the Operating Fund.

MERA's General Counsel has opined that there is no requirement that packets must be mailed. If the public or others request a mailed copy, MERA must comply. MERA member agency representatives who currently do not have email are provided mailed agenda packets. The required posting of MERA agendas must continue to be on hard copy.

Your consideration of electronic agenda packet distribution, except for those asking for mailed copies, is requested to reduce postage and copying expense, staff time and use of paper products. Implementation of this procedure will be communicated to all recipients of MERA agenda packets by the Executive Officer.

With this action, printing of the agenda packet will be at the option of each member, alternate, staff member, etc. for use at the MERA meetings.