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## Citizens' Advisory Committee

Memo-24-24

Meeting SP 24-04

September 23, 2024

To: Citizens' Advisory Committee

From: Caroline Hernandez, Clerk of the Board

Subject: Discussion and Review of Citizens' Advisory Committee Start Time for the Remainder of 2024 and 2025

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### **REVENUE/COST**

There is no cost associated with this item.

### **BACKGROUND**

The Santa Clara Valley Open Space Authority Policy BRD-022 Citizens' Advisory Committee Handbook of Guidelines and Responsibilities (Handbook) states that the Citizens' Advisory Committee (CAC) will meet bi-monthly on the fourth Monday of the month at the set time.

CAC Members voted at the January 22, 2024, meeting and again at the July 22, 2024 meeting to a start time of 6:30 p.m., a half hour deviation from the historical 7:00 p.m. start time.

### **DISCUSSION**

Staff have compiled the meeting dates for 2025 calendar year, listed in the table below:

Meeting Number	Month	Date
CAC 25-01	January	27 <sup>th</sup>
CAC 25-02	March	24 <sup>th</sup>
CAC 25-03	May	19 <sup>th</sup>
CAC 25-04	July	28 <sup>th</sup>
CAC 25-05	September	22 <sup>nd</sup>
CAC 25-06	November	24 <sup>th</sup>

All meetings are scheduled to take place in person at the Open Space Authority office at 33 Las Colinas Lane. However, the time of the meetings will be determined by the CAC, including the remaining meeting in November 2024.

### **RECOMMENDATION**

Staff recommend that the Citizens' Advisory Committee review the 2025 meeting dates and provide direction to staff on the preferred start time.