

## Memorandum

**To:** MPO-Policy Board  
**From:** Lucinda Shannon, Transportation Planning Manager  
**Date:** January 27, 2021  
**Subject:** Policy Board Meeting Schedule for Calendar Year 2021

**Summary:** As we embark on a new year, 2021, the Policy Board will want to confirm the meeting dates for CY 2021. Traditionally the Policy Board meets the 4<sup>th</sup> Wednesday of alternating months at 4pm. The November meeting falls close to the Thanksgiving holiday and is typically re-scheduled or canceled. The FY 2021 meeting schedule is listed below.

- January 27
- March 24
- May 26
- July 28
- September 22
- November 24

**Recommendation:** MPO staff recommends that the Policy Board vote to move the November meeting to 4pm on Monday December 7<sup>th</sup> and approve the following CY 2021 meeting schedule.

- January 27
- March 24
- May 26
- July 28
- September 22
- December 7 (the first Monday in December at 4pm)

If there are any questions or comments, please contact Lucinda Shannon at [lshannon@tjpd.org](mailto:lshannon@tjpd.org) or (434) 979-7310 Ext.113.