

**PORT OF GALVESTON  
REQUEST FOR DISCUSSION AND  
TRUSTEES ACTION**

**BUSINESS ITEM – E-5**

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**PREPARED BY:** Peter S. Simons      Interim Port Director      September 25, 2017

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**SUBJECT: Discuss and Consider Change in Dates of the October, November and December 2017 Board Meetings**

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**BACKGROUND:** It is customary each year at the January Regular Monthly Meeting of the Board to reschedule the dates of the Regular Monthly Board Meetings that we know in advance will conflict with essential Port business and holidays. At this year's January meeting, however, the Board did not decide on dates for the November and December 2017 Board meetings. In addition, the chairman has asked that the date of the October Board meeting be changed due to a travel conflict.

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**RECOMMENDATIONS:** The Board of Trustees is respectfully requested to review the attached information, to listen to the briefing from the Interim Port Director and to approve the change in dates of the October, November and December Board meetings.

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**Respectfully Submitted By:**



**Peter S. Simons, Interim Port Director**

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**DATE ACTION TAKEN:** \_\_\_\_\_

Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Deferred To: \_\_\_\_\_  
Incorporated into Minutes: \_\_\_\_\_

Motion By: \_\_\_\_\_  
Seconded By: \_\_\_\_\_  
Unanimous: Yes \_\_\_\_\_ No \_\_\_\_\_  
By: \_\_\_\_\_

**PORT OF GALVESTON**  
**Briefing**

**Discuss and Consider Change in Dates of the October, November and December 2017  
Board Meetings**

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**Background**

It is customary each year at the January Regular Monthly Meeting of the Board to reschedule the dates of the Regular Monthly Board Meetings that we know in advance will conflict with essential Port business and holidays. (The dates of Board meetings are set by the Bylaws for the fourth Monday of each month unless a date is changed by a majority vote of the Board.) At this year's January meeting, however, the Board did not decide on dates for the November and December 2017 Board meetings. In addition, the chairman has asked that the date of the October Board meeting be changed due to a travel conflict.

**Current Situation**

Listed in the table below are proposed dates for the October, November and December Board meetings.

<b>Normal Date</b>	<b>Conflict</b>	<b>Proposed Date</b>
Monday, October 23, 2017	Request of Board members	Monday, October 30, 2017
Monday, November 27, 2017		Monday, November 27, 2017
Monday, December 25, 2017	Christmas Holiday	Monday, December 18, 2017

**Fiscal Impact**

None.

**Staff Recommendation**

The Board of Trustees is respectfully requested to review the proposed meeting dates, to listen to the briefing from the Interim Port Director and to approve the change in dates of the October, November and December Board meetings.

September 25, 2017