

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

**BUSINESS ITEM – E-6**

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**PREPARED BY:** Peter S. Simons Interim Port Director December 18, 2017

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**SUBJECT:** Discuss and Consider Change in Dates of the 2018 Regular Monthly Meetings

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**BACKGROUND:** It is customary each year to reschedule the dates of the regular monthly Board meetings that staff knows in advance will conflict with essential Port business and holidays.

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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 proposed change in dates of the January, May 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 2018 REGULAR**  
**MONTHLY MEETINGS**

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**Background**

The Bylaws of the Board of Trustees of the Galveston Wharves specify that the regular monthly meeting of the Board shall be held on the fourth Monday of each month unless the meeting date is changed by a majority vote of the Board at any previous meeting. It is customary near the beginning of each calendar year to reschedule the dates of the regular monthly Board meetings that staff knows in advance will conflict with essential Port business or holidays.

**Current Situation**

The table below lists the regular meeting dates that conflict with either essential Port business or holidays. The table also proposes a replacement meeting date.

<b>Scheduled Date</b>	<b>Conflict</b>	<b>Proposed Meeting Date</b>
Monday, January 22, 2018	End of year financial close-out	Tuesday, January 30, 2018 (fifth Tuesday in January)
Monday, May 28, 2018	Memorial Day holiday observance	Monday, May 21, 2018 (third Monday in May)
Monday, December 24, 2018	Christmas Day holiday observance (Port offices closed)	Monday, December 17, 2018 (third Monday in December)

A copy of the Board's meeting schedule for 2018, reflecting the proposed changes, is attached as an enclosure to this briefing package.

**Fiscal Impact**

None

**Staff Recommendation**

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 proposed change in dates of the January, May and December 2018 Board meetings.

Attachment

December 18, 2017