



# MEMO

**Date:** January 11, 2005  
**To:** ERCOT Board of Directors  
**From:** Margaret Pemberton  
**Subject:** 2005 Calendar of Board Meetings

## **Issue for the ERCOT Board of Directors**

**ERCOT Board of Director Meeting Date:** January 18, 2005

**Agenda Item No.:** 10c

### **Issue:**

Setting the 2005 Calendar of Board Meetings and Annual Meeting date.

### **Background/History:**

Board Meetings are generally scheduled for the third Tuesday of each month. The February Board meeting is scheduled for Wednesday, February 16. This year, the December Board Meeting would fall on December 20. The Annual Meeting is always held in conjunction with the December Board Meeting. Because the 20<sup>th</sup> is close to the holidays, ERCOT Staff suggests moving the meeting to the second Tuesday in December to improve participation. A proposed calendar of 2005 Board Meetings is attached as Attachment A.

### **Key Factors Influencing Issue:**

The generally scheduled date for the December 2005 Board meeting would decrease participation in the December Board and Annual Meeting.

### **Alternatives:**

Approve the attached calendar or modify it.

### **Conclusion/Recommendation:**

It is recommended that the Board of Directors approve the 2005 Calendar of Board Meetings, as attached.