



MEMO

Date: September 13, 2005
To: Board of Directors
From: Bob Kahn, Chair, H.R. and Governance Committee
Subject: Approval of Annual Meeting Location

Issue for the ERCOT Board of Directors

ERCOT Board of Director Meeting Date: September 20, 2005

Agenda Item No.: 12a

Issue:

The Board of Directors is required to approve the date and location of the annual meeting.

Background/History:

According to Section 3.7 (a) of the ERCOT Bylaws, “Corporate Members shall meet at least annually on a date and at a place to be established by the Board (“Annual Meeting”). Except for appointed Directors, the representatives of the Corporate Members shall confirm the members of the Board at the Annual Meeting, and conduct such other business as may be properly brought before them.”

The date of the annual meeting was determined at the January Board meeting, to be held on December 13, 2005. The location of the annual meeting still requires approval. ERCOT has negotiated arrangements with the Hilton Austin Airport for the Annual Meeting that will accommodate the membership and is convenient to the airport.

Conclusion/Recommendation:

ERCOT Staff recommends that the Board approve the annual meeting location for the Hilton Austin Airport, located at 9515 New Airport Drive, Austin, Texas.