

**MARIN TELECOMMUNICATIONS AGENCY**  
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**MEMORANDUM**

**DATE:** October 14, 2009  
**TO:** MTA Board of Directors  
**FROM:** Barbara Thornton, Executive Officer  
**SUBJECT:** AGENDA ITEM **D-4**: MTA NOVEMBER BOARD MEETING DATE

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Recommended Action: Discuss and confirm November MTA Board Meeting date and location.

Background:

MTA's regular November Board meeting date is Wednesday, November 11<sup>th</sup>. This is a Holiday for many, so the Board should confirm that it will have its meeting on this date or direct staff to schedule it for a different date in November. If the Board meets on November 11<sup>th</sup>, the location for the meeting may need to change to 555 Northgate Drive, San Rafael, since the City of San Rafael offices will be closed on November 11<sup>th</sup>.