

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

**TO:** Chair Phyllis J. Randall and Members  
Northern Virginia Transportation Authority

**FROM:** Monica Backmon, Executive Director

**DATE:** January 7, 2021

**SUBJECT:** Adoption of CY2021 Meeting Schedule

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**Purpose:** To seek Northern Virginia Transportation Authority (NVTA) adoption of the meeting schedule for calendar year 2021.

**Suggested Motion:** *I move adoption of the Authority meeting schedule for calendar year 2021.*

**Background:** As the regions multi-modal transportation planning, programming and funding entity, it is vitally important to allow sufficient planning time for the Authority to conduct its business meetings.

Consistent with prior practice, the Executive Director proposes the Authority continue to meet on the second Thursday of each month at 7:00pm for CY2021 as indicated below with noted exceptions:

- February 11, 2021 at 7:00pm
- March 11, 2021 at 7:00pm
- April 8, 2021 at 7:00pm
- May 13, 2021 at 7:00pm
- June 10, 2021 at 7:00pm
- July 8, 2021 at 7:00pm
- **August - No Meeting, unless special circumstances require.**
- September 9, 2021 at 7:00pm
- October 14, 2021 at 7:00pm
- **November 18, 2021 at 7:00pm – Date changed due to Veterans Day.**
- **December 9, 2021 at 6:00pm**