

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
MEMORANDUM

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

FROM: Monica Backmon, Chief Executive Officer

DATE: January 5, 2023

SUBJECT: Adoption of Meeting Schedule for CY2023

1. **Purpose:** To seek Northern Virginia Transportation Authority (NVTA) adoption of the NVTA meeting schedule for Calendar Year 2023.
2. **Suggested Motion:** *I move Authority adoption of the Meeting Schedule for Calendar Year 2023 as presented.*
3. **Background:** Per NVTA's Bylaws, the Authority shall adopt a schedule of times, dates, and places of its regular meetings for the calendar year at the Annual Organizational Meeting.
4. **Meeting Schedule for Calendar Year 2023:** Consistent with prior practice, the Authority will continue to meet on the second Thursday of each month at 7:00pm at the NVTA offices for Calendar Year 2023 as indicated below with noted exceptions:
 - January 12, 2023 at 7:00pm – Annual Organizational Meeting
 - February 9, 2023 at 7:00pm
 - March 9, 2023 at 7:00pm
 - April 13, 2023 at 7:00pm
 - May 11, 2023 at 7:00pm
 - June 8, 2023 at 7:00pm – NVTA 20th & 10th Anniversary Celebration, location TBD
 - July 13, 2023 at 7:00pm
 - **August - No meeting, unless special circumstances require.**
 - September 14, 2023 at 7:00pm
 - October 12, 2023 at 7:00pm
 - November 9, 2023 at 7:00pm
 - December 14, 2023 at 6:00pm
 - January 11, 2024 at 7:00pm – 2024 Annual Organizational Meeting