

## MEMORANDUM

**TO:** Peter Breen, Chairperson, and  
Economic and Community Development Committee Members

**FROM:** William Heniff, AICP, Director of Community Development *WH*

**DATE:** December 5, 2011

**SUBJECT:** **January 2012 Meeting Date**

As you are aware, the ECDC voted at its November meeting to change the regularly scheduled meeting date from the first Wednesday of the month to the first Tuesday of the month. Unfortunately, on the first Tuesday of January (1/3/12), the Village Board will be conducting a Budget Workshop session which will require the participation of the Village Trustees and staff as well as the use of the Community Room. Consequently, the January meeting will have to be rescheduled.

Attached is a calendar showing the meeting dates for all Village committees and boards with regularly scheduled meetings for the month of January, 2012. Denoted in purple are the dates that would be available and denoted in grey are the dates that would have a potential conflict i.e. unavailable staff or possible use of the Community Room due to Board Room renovations.


As was the case for changing the regularly scheduled meeting date, staff's preference noted below, is based on:

- A date that gives the greatest potential for a quorum and one that does not conflict with members' schedules
- A date that avoids conflicts with other board/commission meetings that already have been scheduled

Based on the above criteria, staff's preference for the January meeting is the 4th, 9th or 12th. Please bring your calendars to the meeting so an alternate date can be chosen.

# January, 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 T&S	3 Budget Workshop	4	5 BOT	6	7
8	9	10 Public Works	11 Blood Drive	12	13	14
15	16 Village Hall Closed	17 Historical Commission	18 IAEI	19 BOT	20	21
22	23 Finance Plan Commission	24 ECC	25 ZBA	26 Budget Workshop	27	28
29	30	31				

 Available Date

 Denotes another potential conflict, i.e. unavailable staff or Board Room closed for renovations