



### Background:

- **Meeting Date:** Currently, our meetings are scheduled on the first Wednesday of every month at 3:30 pm. It has been identified that adjusting our meeting date will better align with our need to present to the CRA Advisory Committee in preparation for the upcoming FPRA meeting. This adjustment aims to ensure that any items requiring recommendations from the CRA are included on the FPRA agenda in a timely manner before publication.
- **Meeting Frequency:** Currently, our meetings are scheduled monthly. It has been identified that adjusting our meeting frequency will ensure that staff always has actionable items to present to the CRA Advisory Committee. This adjustment aims to maintain quorum and accommodate busy schedules while maximizing the effectiveness of our presentations.

### Proposal:

1. **Meeting Frequency:** Propose changing the frequency of our meetings to every other month or keeping the meetings monthly but allowing for cancellations when necessary to ensure actionable items are always available for presentation.
2. **Meeting Date:** Propose changing the meeting day to the last Wednesday of every month to allow sufficient preparation and presentation time to the CRA Advisory Committee. If approved, the next CRA meeting will be March 26, 2025, at 3:30 pm.

### Benefits:

- Ensures adequate time for staff to present to the CRA Advisory Committee.
- Facilitates timely inclusion of CRA recommendations on the FPRA agenda.
- Increases the likelihood of maintaining quorum by aligning meeting frequency with the availability of actionable items.