

2023 Board Materials Timeline

Green	<i>Pre-Brief</i>	Occurs approximately four (4) weeks prior to committee meeting; SECT will send invite via Outlook. Committee coordinators ensure presenting staff receives invitation. MEADs should be launched <u>in the MEAD system by presenter/project manager or designee</u> in advance of this meeting; draft presentations should be completed to share at this meeting.
Purple	<i>GM Final Review</i>	Occurs approximately two (2) weeks prior to committee meeting; GM's office will send out invites via Outlook. MEADs should be routed/approved up to GM level. Resolutions should be drafted, and reviewed by Legal & Compliance with draft signed by the General Counsel. Committee coordinators should send complete committee packages by COB <u>three days prior to GM Final Review</u> to GM/CEO, Lynn Bowersox, Customer Experience & Engagement, Kristie Benson, Customer Service, Communications and Marketing, Patty Lee, Legal & Compliance, Leen'da Chambliss, Board Coordination and Executive Team , cc'd to SECT (<i>Ellison/Pasek</i>). Any Consent Items (items not going through a committee) will be discussed at this meeting.
Gold Background	<i>Committee Chair/ Vice Chair Briefing</i>	Briefing to review materials with Committee Chair/Vice Chair (via conference call). Occurs after GM Final Review and before mailout of materials (approx. 1½ weeks prior to committee meeting). Because times will vary with Board members' schedules, SECT will send Outlook appointments for individual briefings. Project Managers/designees should incorporate any changes to materials from GM Final Review; committee coordinators then send SECT the completed committee package by COB <u>the day prior to the briefing</u> to allow Board members to review the materials in advance of the call.
Blue	<i>Materials to SECT</i>	Materials due to SECT the Friday prior to meetings for mailout. Project managers/designees should incorporate any changes from Committee Chair/Vice Chair Briefing into materials for final transmittal to SECT. FINAL MATERIALS (COMPLETE ASSEMBLED AGENDA PACKETS), INCLUDING SIGNED PROPOSED RESOLUTIONS FROM LEGAL & COMPLIANCE, ARE DUE BY 3 P.M. FRIDAY and transmitted electronically to the Board (and JCC).
Orange	<i>Materials posted</i>	All public committee and Board materials are posted to wmata.com by 10 a.m. the Monday prior to meetings (Tuesday if Monday is a holiday) unless materials are specifically embargoed per Customer Service, Communications and Marketing.
Red	<i>Meetings</i>	All committees will meet the 2 nd Thursday of the month; (1 st Thursday for November), with the Board meeting on the 4 th Thursday (3 rd Thursday for November). April committee meetings are moved one day later (to April 14 th) to avoid conflicts with the last day of Passover. All December Board activities (Committees and Board meeting) will take place on December 7th . The Board does not meet in August.

This calendar is for planning purposes only. For the most up-to-date information check the schedule on the SECT intranet homepage.

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 GM Final Review of January Materials	4	5	6 Mailout of materials for 1/12 meetings <u>due by</u> <u>3 p.m.</u>	7
8	9 Materials for 1/12 posted online (10a)	10 February Committee Pre-Brief	11	12 Committee Meetings	13	14
15	16 MLK Holiday	17	18	19	20 Mailout of materials for 1/26 meetings <u>due by</u> <u>3 p.m.</u>	21
22	23 Materials for 1/26 posted online (10a)	24	25 Materials by COB to GM/CEE/CSCM in advance of Feb GM Final Rev	26 Board Meeting	27	28
29	30 GM Final Review of February materials	31				

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February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	30 GM Final Review of February materials	31	1	2	3 Mailout of materials for 2/9 meetings <u>due by</u> <u>3 p.m.</u>	4
5	6 Materials for 2/9 posted online (10a)	7	8	9 Committee Meetings	10	11
12	13	14 March Committee Pre-Brief	15	16	17 Mailout of materials for 2/23 meetings <u>due by</u> <u>3 p.m.</u>	18
19	20 PRESIDENTS' DAY	21 Materials for 2/23 posted online (10a)	22 Materials by COB to GM/CEE/CSCM in advance of Mar GM Final Rev	23 Board Meeting	24	25
26	27 GM Final Review of March materials	28				

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March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	27 GM Final Review of March materials	28	1	2	3 Mailout of materials for 3/9 meetings <u>due by</u> <u>3 p.m.</u>	4
5	6 Materials for 3/9 posted online (10a)	7 April Committee Pre-Brief	8	9 Committee Meetings	10	11
12	13	14	15	16	17 Mailout of materials for 3/23 meetings <u>due by</u> <u>3 p.m.</u>	18
19	20 Materials for 3/23 posted online (10a)	21	22 Materials by COB to GM/CEE/CSCM in advance of Apr GM Final Rev	23 Board Meeting	24	25
26	27 GM Final Review of April Materials	28	29	30	31	

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April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					31	1
2	3	4	5	6	7 Mailout of materials for 4/14 meetings <u>due by 3 p.m.</u>	8
9	10 Materials for 4/4 posted online (10a)	11	12	13	14 Committee Meetings (+ Special Board/Budget Approval)	15
16	17	18 May Committee Pre-Brief	19	20	21 Mailout of materials for 4/27 meetings <u>due by 3 p.m.</u>	22
23	24 Materials for 4/27 posted online (10a)	25 Materials by COB to GM/CEE/CSCM in advance of May GM Final Rev	26	27 Board Meeting	28 GM Final Review of May Materials	29
30						

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May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5 Mailout of materials for 5/11 meetings <u>due by 3 p.m.</u>	6
7	8 Materials for 5/11 posted online (10a)	9 June Committee Pre-Brief	10	11 Committee Meetings	12	13
14	15	16	17	18	19 Mailout of materials for 5/25 meetings <u>due by 3 p.m.</u>	20
21	22 Materials for 5/25 posted online (10a)	23	24 Materials by COB to GM/CEE/CSCM in advance of June GM Final Rev	25 Board Meeting	26	27
28	29 MEMORIAL DAY	30 GM Final Review of June materials	31			

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June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		30 GM Final Review of June materials	31	1	2 Mailout of materials for 6/8 meetings <u>due by</u> <u>3 p.m.</u>	3
4	5 Materials for 6/8 posted online (10a)	6 July Committee Pre-Brief	7	8 Committee Meetings	9	10
11	12	13	14	15	16 Mailout of materials for 6/22 meetings <u>due by</u> <u>3 p.m.</u>	17
18	19 JUNETEENTH	20 Materials for 6/22 posted online (10a)	21 Materials by COB to GM/CEE/CSCM in advance of July GM Final Rev	22 Board Meeting	23	24
25	26 GM Final Review of July materials	27	28	29	30 Mailout of materials for 7/6 meetings <u>due by</u> <u>3 p.m.</u>	

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July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					30 Mailout of materials for 7/6 meetings <u>due by 3 p.m.</u>	1
2	3 Materials for 7/6 posted online (10a)	4 INDEPENDENCE DAY	5	6 Committee Meetings	7	8
9	10	11	12	13	14 Mailout of materials for 7/20 meetings <u>due by 3 p.m.</u>	15
16	17 Materials for 7/20 posted online (10a)	18	19	20 Board Meeting	21	22
23	24	25	26	27	28	29
30	31					

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August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 September Committee Pre-Brief	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Materials by COB to GM/CEE/CSCM in advance of Sept GM Final Rev	24	25	26
27	28 GM Final Review of September materials	29	30	31		

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September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			30	31	1 Mailout of materials for 9/7 meetings <u>due by 3 p.m.</u>	2
3	4 LABOR DAY	5 Materials for 9/7 posted online (10a)	6	7 Committee Meetings	8	9
10	11	12 October Committee Pre-Brief	13	14	15 Mailout of materials for 9/21 meetings <u>due by 3 p.m.</u>	16
17	18 Materials for 9/21 posted online (10a)	19	20	21 Board Meeting	22	23
24	25 Materials by COB to GM/CEE/CSCM in advance of Oct GM Final Rev	26	27	28 GM Final Review of October materials	29	30

October 2023

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 November Committee Pre-Brief	4	5	6 Mailout of materials for 10/12 meetings <u>due by</u> <u>3 p.m.</u>	7
8	9 COLUMBUS DAY	10 Materials for 10/12 posted online (10a)	11	12 Committee Meetings	13	14
15	16	17	18 Materials by COB to GM/CEE/CSCM in advance of Nov GM Final Rev	19	20 Mailout of materials for 10/26 meetings <u>due by</u> <u>3 p.m.</u>	21
22	23 Materials for 10/26 posted online (10a) GM Final Review of November materials	24	25	26 Board Meeting	27 Mailout of materials for 11/2 meetings <u>due by</u> <u>3 p.m.</u>	28
29	30 Materials for 11/3 posted online (10a)	31				

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November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	30 Materials for 11/2 posted online (10a)	31	1	2 Committee Meetings	3	4
5	6	7 December Committee Pre-Brief	8	9 Mailout of materials for 11/16 meetings <u>due by</u> <u>3 p.m.</u>	10 VETERANS' DAY	11
12	13 Materials for 11/16 posted online (10a)	14	15	16 Board Meeting	17 Materials by COB to GM/CEE/CSCM in advance of Dec GM Final Rev	18
19	20	21 GM Final Review of Dec materials	22	23 THANKSGIVING	24	25
26	27	28	29	30		

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December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Mailout of materials for 12/7 meetings <u>due by 3 p.m.</u>	2
3	4 Materials for 12/7 posted online (10a)	5	6	7 Committee and Board Meetings	8	9
10	11	12 January Committee pre-brief	13	14	15	16
17	18	19	20	21	22	23
24	25 CHRISTMAS	26	27	28	29	30
31						

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January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 NEW YEAR'S DAY	2 GM Final Review of January materials	3	4	5 Mailout of materials for 1/11 meetings <u>due by 3 p.m.</u>	6
7	8 Materials for 1/11 posted online (10a)	9 February Committee pre-brief	10	11 Committee Meetings	12	13
14	15 MLK DAY	16	17	18	19 Mailout of materials for 1/25 meetings <u>due by 3 p.m.</u>	20
21	22 Materials for 1/25 posted online (10a)	23 Materials by COB to GM/CEE/CSCM in advance of Feb GM Final Rev	24	25 Board Meeting	26 GM Final Review of February materials	27
28	29	30	31			

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