



MLDS CENTER

Maryland Longitudinal Data System

Address 550 West Baltimore Street
Baltimore, MD 21201
Phone 410-706-2085
Email mlds.center@maryland.gov
Website mldscenter.maryland.gov

MEMORANDUM

TO: MLDS Governing Board
FROM: Ross Goldstein
DATE: September 9, 2024
SUBJECT: Governing Board Meeting Date

Background

Currently, per the Bylaws (see section 3.1A), the MLDS Governing Board meets at 9:00 a.m. on the second Friday in March, June, September, and December. For members who are agency secretaries, the schedule often conflicts with the Governor's Cabinet meetings. As such, there was a request to find a new recurring meeting schedule that is not in conflict with the Governor's Cabinet meetings.

A survey with four sets of options was circulated among the Board members. The four options were:

1. Option 1A: March, June, September, and December - second week.
2. Option 1B: March, June, September, and December - third week.
3. Option 2A: February, May, August, and November - second week.
4. Option 2B: February, May, August, and November - third week.

The survey was completed by 13 of the 15 members of the Governing Board. The results of the survey (see attached) are inconclusive. There was no meeting schedule that was unanimously chosen by all of the respondents. The highest responses were seven for:

1. The Second Thursday in March, June, September, and December at 1pm to 4pm;
2. The Second Monday in February, May, August, and November at 9am to 12pm; and
3. The Third Tuesday in February, May, August, and November at 9am to 12pm.

Action

The Board may either select a new meeting schedule and amend the Bylaws accordingly, or continue with the current schedule.

Option 1A - Second Week in March, June, September, and December		
	9am - 12pm	1pm - 4pm
Monday	6	3
Tuesday	6	6
Wednesday	3	5
Thursday	6	7
Friday	(current schedule)	2
Option 1B - Third Week in March, June, September, and December		
Monday	4	4
Tuesday	6	6
Wednesday	4	4
Thursday	6	6
Friday	3	3
Option 2A - Second Week in February, May, August, and November		
Monday	7	1
Tuesday	6	6
Wednesday	5	3
Thursday	6	6
Friday	5	1
Option 2A - Third Week in February, May, August, and November		
Monday	5	2
Tuesday	7	5
Wednesday	4	4
Thursday	6	6
Friday	5	1