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Brian A. Bailey

**Commissioners**  
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Robert H. Clay  
J.J. Isbell  
Danny Signorelli  
C. Price Wagner  
Robert S. Wetmore



**Executive Director**  
**Mike Novak**

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## MEMORANDUM

TO: Chairman Bailey, Commissioners and TFC Staff  
FROM: Mike Novak  
DATE: October 30, 2024  
SUBJECT: **Proposed Commission Meeting Schedule 2025**

In order to meet statutory requirements, set deadlines, and make allowances for vacation schedules, I propose that the Commission meet on the following dates:

**Thursday January 16, 2025** - Due to no meetings in November & December of 2024, please be prepared for a lengthy meeting.

**Thursday February 20, 2025**

**March - No Meeting – 2025 Spring Break**

**Thursday April 17, 2025**

**May - No Meeting**

**Wednesday June 18, 2025** – *In recognition of the upcoming Juneteenth holiday and to respect those who wish to celebrate, we propose rescheduling our commission meeting from Thursday, June 19th, to Wednesday, June 18th. We believe this adjustment will allow everyone to observe the holiday without conflicting commitments.*

TFC divisions have been instructed to have contract renewals and new contract awards ready for the Commission meeting in August.

**Thursday July 17, 2025 - Optional Meeting** will depend on how many contracts need to be awarded and what division business needs to be addressed.

**Thursday August 21, 2025** - Mandatory meeting. TFC' s fiscal year ends August 31, 2025, as a result many divisions may have contract renewals and contract awards on the agenda so that they can encumber funds before the end of the fiscal year.

**Thursday September 18, 2025 – Optional Meeting** with limited agenda items to manage agency business that is deemed a high priority.

**Thursday October 16, 2025** - Mandatory meeting. TFC will need to meet in October to satisfy the statutory meeting requirements set out in the Texas Government Code. Under the Code TFC shall meet at least once a quarter.

**November- No Meeting - Thanksgiving**

**December- No Meeting – Christmas**

**\*Meeting schedule subject to change depending on the volume of Commission business. By adopting this schedule, divisions and program areas will be able to set internal deadlines to ensure that their contracts and other Commission business get handled in a timely fashion.**

**\*In some instances, over the next calendar year we may need to schedule additional special meetings (possibly electronic/virtual) with limited agenda items to manage agency business that are deemed a high priority.**

**We appreciate your continued support of oversight and directing the agency policies in a public process.**

Please let me know if you have any questions.

Sincerely,



Michael Novak  
Executive Director