

Date: \_\_\_\_\_ March 7, 2008

Committee Meeting Date: \_\_\_\_\_ March 20, 2008

Board Meeting Date: \_\_\_\_\_ N/A

**BOARD MEMORANDUM**

**INFORMATION ITEM**

**TO:** Administration and Finance Committee  
Santa Clara Valley Transportation Authority  
Board of Directors

**THROUGH:** Michael T. Burns  
General Manager

**FROM:** Tracene Crenshaw  
Acting Assistant Board Secretary

**SUBJECT:** 2008 Quarterly Attendance Report

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**FOR INFORMATION ONLY**

**BACKGROUND:**

At the January 5, 1995 Board of Directors meeting, the Board Secretary was requested to submit quarterly and year-end attendance reports to include Board Standing Committees and Board Advisory Committees.