



Dear Members of the Council,

I am writing to formally request the replacement of the following individuals currently serving on the Liberty Theatre Cultural Arts & Center Advisory Board, in accordance with Attendance Policy Resolution 525-02. Additionally, please note that all Board members were reminded of Attendance Policy Resolution 525-02 on March 10, 2025, and provide a meeting schedule for the year.

As outlined in Resolution 525-02. *"The positions held by Terrance Flowers who has missed over three meetings for which he has been unexcused in a twelve-month period, shall be considered vacant, and the council shall appoint a successor to fill such vacancy."* Unfortunately, see attachment of Board Member who has accumulated three or more unexcused absences from regularly scheduled board meetings within the past twelve months. As such, their position must now be considered vacant.

In line with the policy, I respectfully request that the council initiate the appointment process to select a successor to fill this vacancy on the Liberty Theatre Cultural Arts & Center Advisory Board. Timely action on this matter will ensure the continued effectiveness and representation of the board as it fulfills its duties to the community.

Thank you for your attention to this matter. Please do not hesitate to reach out if you require further information or documentation regarding the attendance records or the context of this request.

Sincerely,

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