

Glastonbury Landowners, Inc.
Communications Committee Minutes
June 4, 2015

Present: Committee Chair Robert Branson and committee members Dan Kehoe, Ross Brunson and Rudy Parker. Also present GLA administrative assistant Karleen McSherry, Alyssa Allen, and landowners Regina Wunsch and Debbie Blais.

Before the meeting was officially called to order we briefly discussed the recordings and what is done with them. Karleen is the only person who currently has access to the recordings. She uses them to create the minutes. The recordings are not archived. After the minutes have been approved the recording may be deleted. Recordings are not distributed to anyone else. Dan had researched proper meeting minute content and said the minutes are not to be a transcription of what was said but rather include general topics discussed, and Ross commented that quoting people would hinder them from speaking up.

At 6:08 pm meeting was called to order.

We discussed changing the order of things on the agenda.

1. The official minutes
2. Board to landowner communications

The above 2 issues were moved to the top of the agenda and there was no objection.

About the Minutes

We discussed the form of the minutes, how they are drafted, checked and then finally approved. During the last board meeting some landowners present found it difficult to understand why meeting minutes take so long to become available. This process is currently taking more than 30 days. The CC determined that there are several reasons it takes so long. One reason is that our BOD meetings typically occur at monthly intervals, and minutes can only be approved at regular BOD meetings open to the public. If we want the minutes available sooner then we must have an extra BOD meeting in which we approve the minutes. Even if such a meeting were to occur by teleconference, no one on the CC was interested in having an extra monthly meeting just to approve the minutes. Another issue was that we also would have to prioritize Karleen's time differently to focus on the minutes right away. For example, the minutes of the last BOD meeting which occurred May 18th were finalized in draft form today June 4th. (17 days). On the day before a GLA BOD meeting and the day of the meeting itself, Karleen spends long hours preparing for the meeting. The day after she tries to catch up with things and often does not have time to work on the minutes. There can be other pressing issues like project reviews that need processing. So the creation of minutes is a lengthy process that involves a few hands. Karleen assembles her notes into a preliminary draft that she sends to Alyssa, who edits it and then reviews the changes with Karleen. Alyssa then sends the preliminary draft to Dan, who works with Alyssa to prepare the draft that is sent to the board for review. The individuals involved often have other pressing matters to attend to, like committee meetings, etc. Karleen is maxed out on her hours, and often is not immediately available to jump on the minutes. We could add additional hours to Karleen's schedule so she can work on the minutes sooner, which would cost more money. But do we really want to add more administrative costs on top of what it already costs to run the GLA administration? Generally, BOD Minutes can be available the day after they are approved and an

email list of verified landowners can be created to email them out.

It is the preference of the CC members that we don't assign names to things being said at BOD meetings and/or committee meetings unless we have actual actions and decisions that are being made. A person's name does not really matter when things are in the realm of a discussion.

A question was asked as to why the minutes are so long. Since the lawsuit we have become very careful. It is important to include everyone's viewpoint. That is why they have become so detailed. Also because landowners want to know what is going on. And because we are having a lot of committee meetings and reports that are included in the minutes, which adds to the length.

It was mentioned that on the committee meeting minutes, we should only take notes about the decisions that are made and why, and the action items to be carried out. We don't need to capture everything that was said or who said it.

A comment was made that the lawyers have advised us to be careful, precise and detailed enough in our minutes to show that we have been reasonable and we don't create another opportunity for a landowner to sue us.

What is the BOD responsibility towards accuracy of minutes that were created by the GLFPC? None. Those were not really minutes but notes. What about accountability? People are ultimately accountable for the inaccuracy of their statements and there is not much we can do about it.

A comment was made that we should perhaps keep the recording of the BOD meetings on file, even after the minutes have been prepared. These could be accessed to provide the actual quotes when untruthful statements are made.

The CC is not really prepared to advise the BOD to do that, since it would put a severe damper on serving as a BOD member, since one's voice would forever be available for someone to construct a story to fit their narrative.

We agreed that the minutes should be simpler and shorter and cover discussions about resolutions and motions, the pros and cons, what actions are taken and how these decisions are made. If we get too detailed on the minutes that also makes us vulnerable to liabilities. We should try to pare the minutes down and check with attorneys if it is OK to make them simpler and shorter.

We don't want secondary reporting going on at BOD Meetings and names of individual board members being attached to inaccurate statements. That would severely dampen enthusiasm for serving on the board and potentially cause some BOD to resign.

Our record retention policy should say that we destroy the recording of the meeting after the minutes are approved.

A discussion ensued about the way we post notices of meetings, locations and agendas. Right now the Google Calendar is what we have. Except there is a list that serves to email the BOD meeting agendas.

There has been improvement for sure in the way we have been communicating meetings. Remember the Internet was not around when GLA was started. We would need additional changes to the Bylaws to make it possible to do more things on the Internet and via email. We don't really

have a mandate on this from the landowners however. Only 16% of the landowners returned their surveys.

There are all kinds of legalities to be aware of when you use lists. People have to be able to unsubscribe from them right away. The fines are \$16,000 per incident. Dan is exploring an option for notification lists that would cost \$20 a month or \$240 a year. MailChimp offers free email lists up to a certain number. We can have an online form for subscribing to a list. We can give logins for the committee heads; the secretary can also use it. Any list that is created will require maintenance. Hypothetically, if someone were to opt in to receive email notification only, and no notifications by regular snail mail, and that person were to close his email account or were to lose it, we would not be notified. With snail mail it comes back to the GLA. The ultimate responsibility lies with the landowners.

Dan is interested in doing a 5-day test with the email notification service he recommends. Deb is also willing to setup a distribution list and maintain it. However we don't want any list that sits on someone's computer.

Deb suggested that we put the list in Google Docs that is accessible to BOD members so it can be maintained. Ross is not in favor of this.

We need to do this professionally and be legally covered. Once we decide on what we want it would not take a whole lot of time to put it on the website. Rudy volunteered to help setup the system or test it. Ross is willing to contribute some time to it, but not willing to maintain it once it is put in place. We need to verify that whomever ends up on the list is a verified landowner. Dan is willing to help with testing.

Action points:

- Shorten and simplify minutes, and check with attorneys to make sure we are doing the right thing
- Select email list service, test it and integrate it with our website

The meeting was adjourned at 8:05 pm.