

ITEM F.2

REGULAR BOARD MEETING

FEBRUARY 10, 2010



MEMO

To: NCRA Board of Directors

From: Executive Director Mitch Stogner

Date: February 10, 2010

Subject: **Agenda Item F.2 – Policies and Procedures Section 2400 – Minutes and Audio Recording of Board Meetings and Standing Committee Meetings**

At the January 13 meeting of the Board of Directors, the Board directed staff to develop a plan for compiling the official minutes of Board meetings.

Accordingly, in response to the suggestions made by Board Directors at the January 13 meeting, staff proposes an addition to NCRA's Policies and Procedures which accomplishes the following:

- Minutes of all Committee and Board meetings shall be transcribed in an abbreviated format commonly referred to as "Action Minutes" and shall be maintained in NCRA's Ukiah office;

- NCRA staff shall also upload the verbatim audio recording of all Committee and Board meetings onto the NCRA website within 30 days following any Committee or Board meeting.

The audio recordings will be maintained on NCRA's website for a period of 2 years following the conclusion of each respective Committee or Board meeting.

Staff Recommendation:

Support the attached addition to NCRA's Policies and Procedures Manual

Recommended NCRA Policy (Feb 13, 2010) Minutes of Meetings

Policies and Procedures Section 2400 - Minutes and Audio Recording of Board Meetings and Standing Committee Meetings

Regular Board Meeting and Standing Committee Meetings shall be recorded by audio tape which audio tape shall serve as the minute book of the meeting. Such audio tapes shall be maintained indefinitely following the conclusion of the meeting. . Minutes of all Board Meetings and Standing Committee Meetings shall be in the form of Action Minutes and shall be maintained indefinitely at the NCRA office. Audio recording of Board Meetings and Standing Committee Meetings shall be uploaded onto the NCRA website within 30 days following such meeting (northcoastrailroad.org) and maintained on the website for two years following the conclusion of the meeting.