Automating Board of Election Minutes

1. As soon as the audio tape is ready to be posted on the website – 1-3 days following Board meeting:
   A. Repost the Meeting Agenda annotated with the number on the audio tape where each agenda item can be found.
   B. At the same time and in the same area post the audio tape.

   This will allow all interested parties to easily access and listen to any part of the Board meeting they wish in an easier way than searching the entire tape and it provides the information at an earlier time than waiting a month for the Board to formally approve Minutes.

2. After the Minutes have been approved, they can be added to the website with the annotation showing the number on the audio tape where each item was discussed. This will then provide the most complete information as to what was discussed, what was voted upon, who provided discussion, etc.

3. The tape will not change between these two (2) processes but the completed Minutes could contain some additional areas of discussion which can be annotated, which the Agenda might not have shown.

4. It is understood that going through the tape and adding the "time" numbers to the Agenda and the formal Minutes will take very little staff time.

5. With this type of annotation to the Agenda being provided quickly following a meeting and then the finalized Minutes also being annotated to provide easy access to the audio tape, the written Minutes can and should be shortened to provide outlined summation of agenda items, probably in a bulleted format.