

Board Minutes Preparation Process



Current Process

Two weeks prior to scheduled Board Meeting

- 1 **Agenda is created.**
- 2 **Agenda forwarded to IT to post to website.**

The day after a Board Meeting

- 1 **Audio is uploaded from recorder to computer.**
- 2 **Audio file forwarded to Staff to format and post to YouTube.**
- 3 **72 hours after a Board Meeting, audio file posted to website.**
Note: during an election cycle this process may take longer than 72 hours depending on workload.

Current Process (cont'd)

Three to four days after Board Meeting

- 1 Listen to audio file and begin preparing draft minutes.
- 2 YouTube link is added to draft minutes but not activated.
- 3 Draft minutes provided to Staff for review.
- 4 Final draft minutes are forwarded to Board members for review. *Note: final draft minutes forwarded to Board members ten days before a Board Meeting.*
- 5 Board approves minutes at Board Meeting.
- 6 Approved minutes are forwarded to Staff to activate YouTube link.
- 7 Approved minutes are forwarded to IT to post on website.
- 8 IT posts approved minutes to website within 24 hours of receiving document.

Proposed Process

The day after a Board Meeting

➡ **Listen to audio to locate timing marks for agenda items.**

1 **Audio is uploaded from recorder to computer.**

2 **Audio file forwarded to Staff to format and post to YouTube.**

➡ **Update agenda to add timing marks.**

➡ **Forward revised agenda to IT to activate timing mark links.**

➡ **Timing links tested to ensure they are working correctly.**

➡ **IT removes old agenda from website and posts updated agenda with timing marks and links.**

3 **72 hours after Board Meeting, audio file posted to website.**
Note: during an election cycle this process may take longer depending on workload.

Proposed Process (cont'd)

Three to four days after Board Meeting

- 1 Listen to audio file and begin preparing draft minutes.
- 2 YouTube link is added to draft minutes but not activated.
- ➡ Timing marks are added to the minutes.
- 3 Draft minutes provided to Staff for review.
- 4 Final draft minutes are forwarded to Board members for review. *Note: final draft minutes forwarded to Board members ten days before a Board Meeting.*
- 5 Board approves minutes at Board Meeting.

Proposed Process (cont'd)

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Approved minutes are forwarded to Staff to activate YouTube link.



Approved minutes forwarded to IT to add timing mark links.



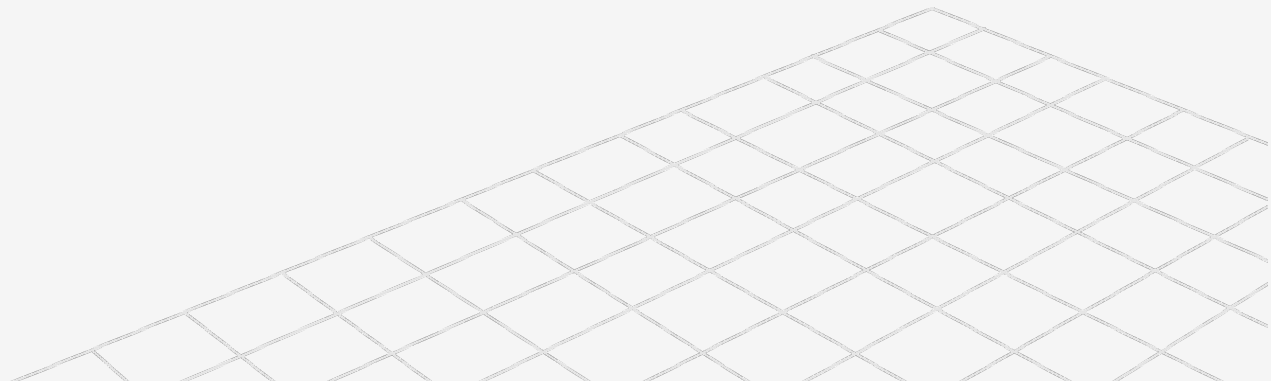
Timing links tested to ensure they are working correctly.

7

Updated approved minutes are forwarded to IT to post on website.

8

IT posts approved minutes to website within 24 hours of receiving document.



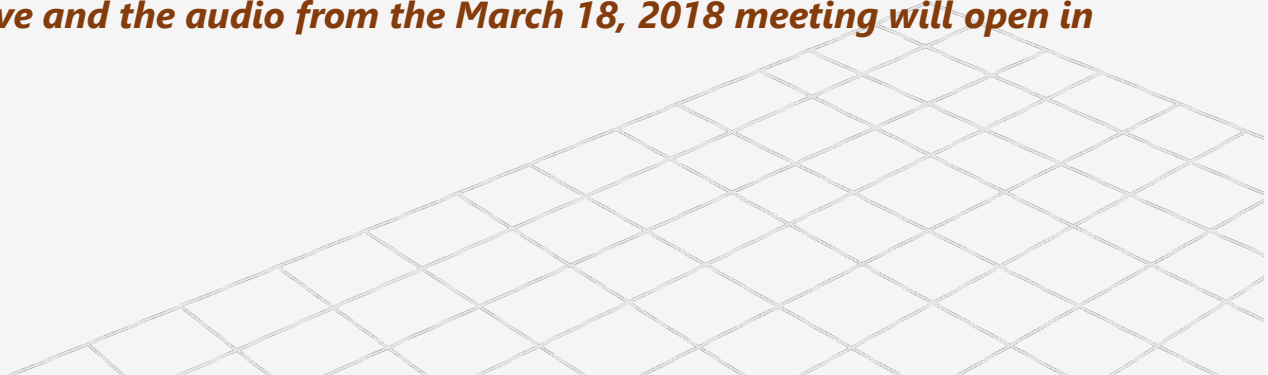
Timing Mark Demo

Extract from March 18, 2018 Board Meeting Minutes

Legislative Update [\(52.02\)](#)

Ms. McLaughlin informed the Board that today was the crossover deadline for all proposed legislation. She then updated the Board members on several Bills. Automatic Registration (HB152/SB1048) will automatically register individuals to vote when they visit certain agencies (like the MVA) unless they opt out, rather than the current method of asking individuals if they would like to be registered. Ms. McLaughlin noted that this Bill has passed the Senate.

Click on the link (52.02) above and the audio from the March 18, 2018 meeting will open in YouTube at the 52.02 mark.

A decorative graphic in the bottom right corner of the slide, consisting of a grid of thin, light gray lines that form a series of overlapping diamond shapes, creating a perspective effect.