



## MEMORANDUM

TO: California Ocean Protection Council

FROM: Sam Schuchat, Secretary, OPC

DATE: November 28, 2006

RE: Adoption of Audio-Visual Recording as the Official Minutes of the Council

**REQUESTED ACTION:** Staff recommends that the council approve the following resolution:

“The official minutes of the open, public session of each council meeting shall be the audio-visual recording of each meeting, provided that minutes for teleconference meetings, closed sessions, or emergency meetings of the council shall be done in writing. Staff shall provide a written summary after each meeting with the actions taken by the council.”

## BACKGROUND:

During the June 2006 meeting of the council, I suggested that the council adopt the audio-visual record of the meeting as the official minutes of the meeting. This practice is currently used by the Fish and Game Commission with success. Adopting the audio-visual record alleviates the need for approval of the minutes of prior meetings, provides an accurate, verbatim record of the public portion of the meeting and improves efficiency by taking advantage of technology already in use. The current audio-visual services allow the viewer to access the discussion of each item on the agenda by clicking on the icon next to the agenda item. This technology is currently available on the Resources website for council members and the public to review meeting. Five digital copies of the meeting are also provided to Conservancy staff for review and archiving purposes.

The proposed resolution provides exceptions to the use of video minutes when the meeting is closed to the public or logistics prohibit the use of audio-video recording of the council meeting. In these instances, the traditional method of recording the minutes of the meeting will be used and provided to the council for review and approval at the following meeting.

If approved, the policies and procedures of the council will be appropriately amended to reflect this resolution and no written minutes of this public meeting will be generated.

An indexed, audio-visual record of the meeting will be available to the council and the public on the Resources website: <http://resources.ca.gov/copc/meetings.html>. In addition, staff will continue to provide a written summary after each meeting with the actions taken by the council.