

From: Eric Hovland [mailto:ehovland@gmail.com]
Sent: Tuesday, June 27, 2017 8:21 AM
To: Tonto Hills Improvement Assocation
Subject: Fwd: THIA Board Minutes and Meeting Announcement

Resending to make sure the THIA is receiving my emails.

Thanks.

----- Forwarded message -----

From: **Eric Hovland** <ehovland@gmail.com>
Date: Mon, Jun 26, 2017 at 5:42 PM
Subject: Re: THIA Board Minutes and Meeting Announcement
To: Tonto Hills <onlytontohills@gmail.com>

THIA Board,

The board has agreed to follow the Arizona Open Meetings Law. The rules pertaining to meeting minutes is copied below for the board's convenience (emphasis mine).

I was hoping to review the minutes in order to be given the chance to suggest any corrections. For the purposes of future discussion, please note in tonight's meeting minutes that I was refused such an opportunity.

Eric Hovland

7.8.1 Form of and Access to the Minutes. Minutes may be taken in writing or may be recorded by a tape recorder or video tape recorder. A.R.S. § 38-431.01(B); see Forms 7.10, 7.11. The minutes or a recording of a public meeting must be available for public inspection within three working days after the meeting. A.R.S. § 38-431.01(D). Public bodies concerned about distributing minutes before they have been officially approved at a subsequent meeting should mark the minutes "draft" or "unapproved" and make them available within three working days of the meeting. If the minutes have been recorded by a mechanical recorder, allowing the public to have access to that recording is sufficient. However, if the minutes were taken in shorthand, those minutes must be typed or written out in longhand in order to comply with this requirement. See Form 7.10. The minutes of an executive session are confidential and may not be disclosed to anyone except certain authorized persons. A.R.S. § 38-431.03(B); see Section 7.8.4. To ensure confidentiality, minutes of executive sessions should be stored separately from regular session minutes to avoid inadvertent disclosure.

The approved minutes of all city or town council meetings must be posted on the city's website within two working days of their approval, A.R.S. § 38-431.01(E)(2). In no event should minutes be withheld from the public pending approval. Minutes must be reduced to a form that is readily accessible to the public. See A.R.S. § 38-431.01(D). A public body of a city or a town with a population exceeding 2,500 people shall, within three working days after any meeting, post on

their website a statement showing legal actions taken by the public body or any recordings made during the meeting. A.R.S. § 38- 431.01(E)(1). Posted statements and recordings shall remain accessible on the website for at least one year after the meeting. Id. § (J). In addition, any recordings and minutes are public records subject to record retention requirements.

On Mon, Jun 26, 2017 at 4:06 PM, Tonto Hills <onlytontohills@gmail.com> wrote:

>
> Eric,
> We don't send out draft minutes, only the approved ones.
> They'll be sent out once they are approved.
> Diana

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> On Mon, Jun 26, 2017 at 2:02 PM, Eric Hovland <ehovland@gmail.com> wrote:

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>> THIA Board,
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>> Perhaps it was an oversight, but residents did not receive a draft of the meeting minutes for the 6/12 meeting.

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>> As I attended the meeting, I would like the opportunity to raise concerns, if I have any, on how the discussions were recorded prior to the board approving the minutes.

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>> It was an important meeting, so having it properly documented is likewise important.

>>
>> Thanks,
>> Eric Hovland

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>> On Thu, Jun 22, 2017 at 1:40 PM, Tonto Hills <onlytontohills@gmail.com> wrote:

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>>> To Members of the Tonto Hills Improvement Association,

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>>>
>>> Attached please find the approved minutes from the THIA Board meeting of April 20, 2017.

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>>>
>>> THIA Board Meeting Announcement

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>>> The next meeting of the THIA Board of Directors will be held Tuesday, 6/27/2017 at 6:00 PM at Christ the Lord Lutheran Church located at 9205 E. Cave Creek Rd. A draft agenda is attached.

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