

Notes with Attorney Page Marks of Beth Mulcahy's office from a First Fridays phone conversation

7/7/2017

Re minutes

Err on the side of less in the minutes – less is more.

“Discussions were being held during open forum on landscaping. It was tabled for discussion on a future agenda”

No names

Post minutes to web site as an alternative to sending them out

“A Discussion on AZ Open Meeting Laws took place”.

She is not aware of any requirement in the AZ Open Meeting Law that draft minutes are to be sent out.

Reviewed our procedure re draft minutes and she said that is just right.

Re email complaints – keep a copy in the file but don't include in minutes.

Someone can request to see emails as part of our records

No specifics on another members violation. Discuss in Executive Session.

In minutes be less specific on complaints

We should try to follow the AZ Open Meeting Law, but she agreed that if we want to always follow one section it should be voted into our bylaws. Err on the side of transparency.

Notes taken by Diana Cole 7/7/2017