



## **Temporary Subcommittee to Study Options to Improve the Subcommittee Minutes Taking Process**

Conference Room 2, City Hall

Thursday, January 10, 2019

4:30pm

### **Open Meeting Minutes**

#### 1. Call to Order

- 1.1. Subcommittee members present - Geoffrey Epstein, Gloria Pascual, Beverly Hugo, Tracey Bryant.
- 1.2. Called to order at 4:54pm
- 1.3. The meeting was recorded

#### 2. Subcommittee meeting minutes issues

There was a general discussion of the need to improve the subcommittee minute taking process: accuracy, timeliness, compliance with the state laws, duty of elected officials, consistency.

Ways to address the problems included: rotating the responsibility amongst the subcommittee members, recording the meetings, setting timelines, transcription service support, administrative assistant support, level of detail, balanced coverage

#### 3. Meeting recordings

There was some discussion of meeting recording and how they help create a record from which the minutes can be produced. The suggestion was made to purchase some recorders and have them available to subcommittees. There was consensus support for recording all subcommittee meetings. One of the virtues emphasized was that the recording provides an easy, complete record of a meeting.

#### 4. Transcription service information

There was a discussion of transcription services, including their accuracy and cost. Rev.com was a specific service which had been tried out. It's cost is \$1/minute and the accuracy of the first trials was sufficiently good to produce minutes from. One of the principal points was that it is much quicker to read a transcript than to listen to a recording. There was support for transcriptions being an option available to subcommittees. It was also noted that a transcript provides a full meeting record.

Some other transcription service options were discussed.

#### 5. Discussion of options for minute creation

There was some discussion of the budget available to support transcriptions and buying recorders. Also, it was noted that subcommittees don't have the same level of admin support.

#### 6. Other business

None.

#### 7. Recommendations

First some observations were arrived at:

1. Minutes of school committee meetings and sub committee meetings are on occasion inaccurate and it's hard to check and to understand the important content. There is a transparency issue.
2. Different sub committees have different levels of support for creating minutes and this means that some subcommittees need additional support.
3. Transcriptions have been tested and accurate transcriptions cost roughly \$1/minute.
4. Video is hard to go through and check for information.
5. Action items are buried in the minutes.

Then the following recommendations were made:

1. All subcommittee meetings should be audio recorded.
2. Devices should be made available to make those recordings.
3. Transcriptions should be considered to respond to the observations above, particularly:  
1, 2, 4.

Motion to approve the recommendations.

Moved by: Beverly Hugo

Seconded by: Gloria Pascual

Motion carried 3-0-0, with Geoffrey Epstein, Beverly Hugo and Gloria Pascual voting YES.

Tracey Bryant had left the meeting prior to the vote being taken.

It was agreed that a report summarizing the meeting would be written up by Geoffrey Epstein and provided to the next School Committee meeting.

#### 8. Adjournment

Motion to adjourn: Beverly Hugo

Second: Gloria Pascual

Motion carried: 3-0-0; Geoffrey Epstein, Beverly Hugo, Gloria Pascual

Meeting adjourned at 6:06pm

*These minutes were approved at a regular meeting of the School Committee on December 18, 2019*

*These minutes were sent to the City of Framingham for posting on December 20, 2019.*