



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Simpson, Brown, Helgeson, Manning and Mital
FROM: Roger Gray and Taryn Johnson
DATE: March 5, 2013
SUBJECT: Commissioner Request to Change or Edit Board Minutes

Minute Corrections and Additions

EWEB meeting minutes are not intended to be verbatim transcriptions of EWEB Board meetings. Rather they are intended to cover decisions, votes, outcomes and the basic essence of discussion during Board meetings. Minutes may also include written materials submitted during public comment as well. Occasionally, Board Members or Management may feel that draft minutes are inaccurate (minutes are draft until they are approved by the Board in which case they are final)

Corrections Process – Individual Board members (or Management, if applicable) may make suggested corrections or additions to the draft minutes if the proposed meeting minutes are factually incorrect in summarizing discussion or statements made at the meeting or if they contain “typos” or are missing key words or phrases that are material in nature and could lead to confusion in the future.

From a process standpoint, once the draft minutes are created and presented in the Board package, Board Members or Management may propose changes in advance to the Executive Assistant. Such proposed changes will be specific in the form of a “red-line” to the draft minutes. For example, strike the word *AAAAA* and replace with *BBBBB*. Proposed changes shall not be general in nature such as, “I don’t think that is what I said or I did not say it that way.” If a Board member feels that key information is missing then they may suggest additional text consistent with their recollection of what was said or they may request that the Executive Assistant obtain verbatim recordings of that portion of the meeting to assist with proposed changes.

The Executive Assistant will consult with the EWEB minutes recorder to assess whether the proposed changes are clearly supported by the recording or not. If the proposed changes are clearly supported by the recording the Executive Assistant will prepare an amended version of said minutes in advance (in red-line form) with a statement that the proposed changes are clear and incontrovertible. The amended version shall be considered part of the consent calendar for normal approval. The Executive Assistant shall make it clear that the amended version is the version that the Board is acting upon when the Board acts on the consent calendar. If in the Executive Assistant’s judgment the change is either not supported by the minute taker’s verbatim recording or the proposed change is potentially arguable, then the Executive Assistant will prepare both a redline version of the draft minutes and obtain a verbatim transcription of that portion of the audio tape(s) to determine the appropriateness of the proposed changes. Those draft minutes

will be pulled by the Board President from the consent calendar so that the Board can discuss the draft minutes, proposed changes and the verbatim transcript. An example of “arguable” is if one Board member proposes to add language directly from the recording that is consistent with the recording, but appears to “bolster” an argument on one side of an issue while leaving the other side of the argument out. Again, EWEB minutes are intended to capture the essence of discussion and not be verbatim.

If a majority of the Board agrees that the requested correction or addition is accurate or consistent with EWEB’s minute’s practices, the minutes will be changed as proposed in the red-line or as amended at the Board meeting.

If the minutes accurately reflect what was said, regardless of the accuracy of the statement itself, the minutes will not be corrected. The process to change minutes is not intended to change what was actually said in the past. However, if a Commissioner and Management feel they wish to correct what they said they can do so, on a new record, but not change the past record.

In this instance, a Commissioner or Management may ask that a clarifying or correcting statement be entered into the minutes of the current meeting.

Once the Board meetings minutes have been approved – no changes/ edits or additions can be made. If, in the future, a Board member or Management believes approved minutes contain a material factual error they may make a statement on the current meeting record their finding or belief.

Please contact Roger Gray or Taryn Johnson if you have questions.

For additional information please refer to Board Policy GP 7.