

Recording Executive Sessions Policy

- 1. Policy Accountable Owner: Board BOD**
- 2. Policy Name: Recording Executive Sessions Policy**
- 3. Purpose for policy:** To describe how and when an executive session of the board may be recorded.
- 4. Policy details:**
 - a.** There shall be no audio or video recordation of executive sessions of the Board of Directors of the Genesee Foundation (the “Board”) by anyone, except in strict compliance with this policy.
 - b.** It is recognized that executive sessions of the Board include matters subject to attorney/client privilege or other confidential and sensitive matters and that, generally, executive sessions of the Board should not be recorded.
 - c.** All, or part of, executive sessions of the Board may be audio recorded only upon the affirmative vote of a majority of the Members of the Board of Directors in attendance at the executive session.
 - d.** If a majority of the Board of Directors votes to record all or any portion of any executive session, the audio recording shall be made by the Community Manager. If the Community Manager is not in attendance, the Secretary of the Board or other Board member, as designated by a majority of the Board members present, shall be responsible for making the audio recording. There shall be a single audio recording made and no copies or reproduction of the audio recording shall be allowed.
 - e.** The audio recording of any executive session shall be placed in a sealed envelope by the Secretary of the Board, or the designee per section d. above, labeled “confidential”, with a notation of the date, time and Board Members present at the executive session on the outside of the envelope. The sealed envelope containing the audio recording shall be maintained in the offices of, and under the control of, the Genesee Foundation legal counsel, in a confidential and sealed fashion, for a period for four (4) years from the date of the executive session, at which point it shall be destroyed.
 - f.** The recording of the executive session shall not be published, disclosed, or disseminated in any way to anyone outside of the Board or Genesee Foundation legal counsel, except upon Court order.

APPROVED BY: Board of Directors
APPLICABILITY: All Board Meetings
APPROVAL DATE: June 10, 2015, June 27, 2018, April 28, 2021
EFFECTIVE DATE: June 10, 2015
REAPPROVAL DATE: April 28, 2021
REVIEW DATE: 2024 (3 years)