Recording Meetings Policy

1. **Policy Accountable Owner: Board BOD**
2. **Policy Name: Recording Meetings Policy**
3. **Purpose for policy:** To clarify how meetings shall be recorded.
4. **Policy details:**
    - **a.** (1) The Community Manager shall make an audio recording of each open meeting of the Board of Directors (the "Board") of the Genesee Foundation. Should the Community Manager not be 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 recording. Executive sessions of the Board shall not be recorded except in compliance with the separate Recording Executive Sessions Policy. (2) The Staff Liaison shall make an audio recording of each meeting of Genesee Foundation Board Authorized Committees (each, the "Committee"). Should a Staff Liaison not be in attendance, the Secretary of the Committee or other Committee member, as designated by a majority of the Committee members present, shall be responsible for making the recording. For the avoidance of doubt, it is confirmed that this paragraph (a)(2) does not apply to meetings of the Architectural Review Committee.
    - **b.** An audio recording described in Paragraph (a) above is referred to as the "Official Recording".
    - **c.** The presiding officer at the meeting shall announce at the outset of the meeting that the meeting is being recorded.
    - **d.** The Official Recording shall be maintained at Genesee Foundation offices under the control of the Community Manager and, within five (5) business days after the meeting, will be available for listening by any Genesee Foundation member at the Foundation offices and on the Genesee Foundation member password protected portion of the Genesee Foundation website . Any Foundation member may request a copy of the Official Recording and shall be entitled to the same. Requested recordings will be delivered in digital format via email.
    - **e.** Official Recordings shall be retained for the following periods after the date of the meeting: Three (3) years for Board meetings and Six (6) months for committee meetings. Following the expiration of the applicable period, the Official Recording will be erased or destroyed.
    - **f.** The Secretary of the Board, or other designated Board member or the Community Manager when the Secretary is not in attendance, is responsible for preparation of Board minutes that accurately reflect decisions and other actions of the Board, as supported by the Official Recording. Minutes of Committee meetings, as supported by the Official Recording, shall be prepared and submitted to the Board in accordance with Genesee Foundation General and Operating Guidelines for All Committees.
    - **g.** Video or audio recordings other than Official Recordings at Board or Committee meetings are not permitted at meetings of the Board, Committees, or the Architectural Review Committee.

APPROVED BY: Board of Directors

SUPERCEDES: September 8, 2004, April 6, 2005, June 10, 2015, June 27, 2018, April 28, 2021,August 3, 2022

APPLICABILITY: All Board and Committee Meetings
APPROVAL DATE: August 26, 2026
EFFECTIVE DATE: September 1, 2022
REVIEW DATE: 2029 (3 years)