

CAPISTRANO BAY DISTRICT  
AGENDA REPORT  
*February 22, 2011*

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*Approval of Minutes*

ITEM E.2

Proposed Early Approval of Minutes

The minutes of the District's Board meetings are typically produced within a few days of the meeting and are then submitted to the Directors for review.

Since every word spoken in a meeting cannot be provided in written form staff attempts to summarize the discussions and actions into a more consolidated form. Occasionally, comments, directives, suggestions and requests made during the course of a meeting may get missed or misinterpreted in the process. For this reason it is necessary to provide the Directors an opportunity to review the minutes in their draft form for corrections.

It is possible to produce a final minutes document within 7 calendar days of a Board meeting. Historically, the Board does not officially approve the minutes until the next meeting a month later. During this time the minutes cannot be released to the public as they are not an officially approved document.

This 30 day delay means that the property owners, most of whom do not regularly attend the monthly meetings, cannot get their community news for a month.

Staff would like to recommend an expedited approval process that would allow for an early distribution of the minutes to the community. This would simply require that staff be prompt in producing the draft minutes and the Directors respond with their review of the minutes by email with their approval to publicize the draft set to the community.

This early minutes document could go out in a "read only" format in draft form until the next meeting when it can be officially approved. This process would result in keeping the property owners more current and up to date with District business.