

1.0 Purpose

- 1.1** *The purpose of this document is to define the electronic meeting recording policy for the Columbia Community Foundation. The proper and legal handling and destruction of electronic meeting recordings on behalf of the Columbia Community Foundation is an important duty that protects the integrity of the foundation and its board members.*

2.0 Definition of Electronic Meeting Recording

- 2.1** *Electronic meeting recording is defined as the electronic audio-only or video-with-audio recordings made of Columbia Community Foundation meetings where written minutes are being taken or will be taken based upon the electronic recordings.*

3.0 Creation of Electronic Meeting Recordings

- 3.1** *The Columbia Community Foundation Secretary is authorized to create and possess electronic recordings of meetings and authorize another foundation board member to create the electronic recordings on his/her behalf.*
- 3.2** *The purpose for creating electronic meeting recordings is solely for the use of the Columbia Community Foundation Secretary for the creation of accurate written meeting minutes that will be reviewed, edited, and approved by the foundation board members.*
- 3.3** *All electronic recordings of meetings shall be turned over to the Columbia Community Foundation Secretary for his/her use and proper secure storage.*
- 3.4** *No Columbia Community Foundation board members or staff personnel are authorized to create or possess copies of electronic recordings of meetings unless previously authorized by the Secretary or foundation officers.*

4.0 Distribution of Electronic Meeting Recordings

- 4.1** *No Columbia Community Foundation board members or staff personnel are authorized to distribute electronic meeting recordings outside of the foundation board members.*

5.0 Storage of Meeting Recordings

- 5.1** *The Columbia Community Foundation Secretary shall keep all electronic meeting recordings secure on either his/her own computer, the foundation's computer, or a portable storage medium and shall ensure that no copies are made of the electronic recordings.*

6.0 Destruction of Meeting Recordings

**Columbia Community Foundation Electronic Meeting Recording Policy
Version 1.1**

- 6.1 The Columbia Community Foundation Secretary shall ensure that electronic meeting recordings, and all copies of these electronic meeting recordings, are properly deleted or destroyed within 72 hours after the written minutes are approved by the Columbia Community Foundation board members.**
- 6.2 If questions regarding the content of a meeting arise within 72 hours following the approval of the written minutes from that meeting, any Columbia Community Foundation board member may request that the recording of that meeting be maintained until clarification is obtained. To obtain clarification, the Columbia Community Foundation Secretary will review the electronic meeting recording, write verbatim what was stated and by whom during the portion of the meeting being questioned, and then present this information to all interested board members.**

7.0 Policy Activation

- 7.1 This policy becomes active and binding immediately.**

Ronald B. Krisko
Columbia Community Foundation
President

Deborah Hitchcock
Columbia Community Foundation
Secretary

10/12/09
Date:

10/12/09
Date: