



Jon Marshall <jmarshall@natickma.org>

Proposed process for reviewing Board Minutes

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To: Selectmen <selectboard@natickma.org>
Cc: Joan McNamara <jmchnamara@natickma.org>

Thu, May 4, 2023 at 12:00 PM

No discussion, please.

Joan -- this isn't in place until the Board approves it.

Bruce -- if we can have a few minutes Wednesday to review this and give/get feedback, I would appreciate it.

My goal for this process is to allow the Board to review and make simple corrections to the minutes before they appear in Novus; and to ensure that minutes can be approved quickly where possible. This will keep discussions about changes to any minutes to substantive corrections, and, hopefully, spend less meeting time on minutes.

Here's my proposal for reviewing any of our minutes. I can see this applying to both Open and Exec minutes.

1. Joan sends out minutes to the entire board, as soon as they are drafted.
2. Board members individually review the minutes.
3. Board members will send any corrections and/or comments to only me. This will avoid any questions about serial meetings.
4. I will collate - and only collate -- any comments or corrections -- and return the result to Joan.
5. If any comments are substantive, I will recommend that specific sets of minutes be discussed during a meeting, rather than on the CA.
6. If all comments are trivial (typos, grammatical, etc.), these changes will be posted to Novus for approval, and may, at the Chair's discretion, be placed on the CA.

Preferred timing:

1. If possible, all comments and corrections should be delivered to me in sufficient time to collate and return to Joan by Sunday before the next meeting.
2. I will collate and deliver to Joan by sometime on Monday.
3. Joan can then post the corrected (or original, if no corrections) to Novus in time for the meeting.

Notes:

1. I will take an extremely conservative view towards what changes are "substantive". That is -- I will not apply judgement to anything that appears to change the meaning of any statements, giving the Board a chance to discuss said proposed changes.
2. I will deliver those comments to Joan, and request that she NOT update that section of the minutes until they are approved with whatever the Board decides.

Rich

Richard Sidney
Clerk, Natick Select Board

Please note that the Massachusetts Secretary of State considers e-mail to be a Public Record, and therefore subject to the Massachusetts Public Record Law.