

**BRISTOL FREEDOM OF INFORMATION ADVISORY BOARD
MINUTES
MEETING OF TUESDAY, JANUARY 18, 2021**

1. CALL TO ORDER:

By: Edward Dudko

Time: 6:00

Place: City Hall
Executive Room

MEMBERS	NAME	PRESENT	ABSENT
REGULAR MEMBERS	Ed Dudko (Chairman)	X	
	Kim Caron		X
	Jeff Crook	X	
STAFF	Attorney Jeffrey R. Steeg, Asst. Corp. Counsel	X	
	Noelle Bates, Recording Secretary	X	

ADMINISTRATIVE MATTERS:

1. Approval of Minutes – 12/21/2021 - Special

MOTION: To approve the minutes of December 21, 2021 - Special. (The date on the agenda was listed as January 12, 2022 in error.)

BY: Dudko

Seconded: Crook

For: Dudko and Crook.

Against: None.

Abstained: None.

NEW BUSINESS:

1. Zoom Meeting – Obligations under Freedom of Information

Attorney Steeg gave a background of an email that came out by the IT Department to all members of any Board or Commission asking them to delete their recordings on the Zoom cloud once they have typed up their minutes. Noelle Bates responded, after consulting with the attorneys, and requested that the members keep in compliance with the State's retention policy, which is to discard after 6 months. Two members of the IT Department came to Corporation Counsel's office questioning the email. It appears many people in City Hall would benefit from taking a course in the Freedom of Information Act, or requesting another presentation by Tom Hennick.

MOTION: No action taken.

2. Consideration of another presentation by Tom Hennick

Due to what was described above, Attorney Steeg suggested we contact Tom Hennick to see if we can set up another presentation possible in March and send a memo to the department heads asking that all employees attend. Attorney Steeg suggested that we see what speaking engagements Mr. Hennick has so Mr. Crook can attend so he can get acclimated as a new member of the Board.

MOTION: No action taken.

OLD BUSINESS:

Attorney Steeg brought up the minutes

ADJOURNMENT:

MOTION: To adjourn at 5:20 P.M.

By: Dudko

Seconded: Crook

For: Dudko and Crook.

Against: None.

Abstained: None.

This meeting was taped.

Respectfully submitted,

Noelle Bates
Recording Secretary