

POLICY STATEMENT CONCERNING THE
DISPOSITION OF ZOOM MEETING RECORDINGS
SEPTEMBER 17, 2020

Director Whyte pointed out that, while in ZOOM meetings, if the meeting is being recorded, there will be a red light and the word “recording” at the top left-hand corner of the screen. Each person attending a ZOOM meeting will want to pay attention to this indicator light and understand why a meeting is being recorded, by whom, for what purposes and what will be done with the recording. To that end, it is not the intention of the association to video-record its meetings and make those recordings available to its members, as an official record of the association. The meeting is being recorded for the sole purposes of aiding the Board Secretary in generating the minutes. Upon the completion of the minutes, the recording will be deleted. While the recording exists, however, any member of the association can come to the offices to view that recording. The minutes stand as the official record of the meetings, not the recordings. Anyone in attendance who is a volunteer on a committee might want to suggest this same type of policy be designated for any existing recordings from those committee meetings, as well.