

MN COLA



Minnesota Coalition of Lake Associations

Policy #106 – Electronic Recording of Meetings

Context:

This policy helps ensure that MN COLA is consistent in how it manages recordings of meetings for the purpose of being compliant with its bylaws, legal requirements, and privacy concerns.

MN COLA desires to have consistency in when and how recordings are made, possible distribution of recordings, and the long-term disposition for any recordings.

Policy Background:

Minnesota State Law (Minn. Stat. § 626A.02.) allows for the recording of meetings with the consent of only one of the parties taking part in the communication. This means MN COLA is legally allowed to record a conversation if you are a contributor, or with prior consent from one of the involved parties, barring any criminal intent.

MN COLA has used recordings in the past for administrative purposes such as: taking attendance, establishing quorums, taking votes on motions, preparing official meeting minutes, etc.

MN COLA has, on occasion, meeting content that would be valuable to share for replay by members and friends.

Policy Details:

MN COLA may elect to record all or parts of their meetings and will announce the intent to record prior to recording.

Note that MN COLA is not responsible for any private party recordings made of their meetings, nor is MN COLA responsible for the content presented by speakers.

Meetings may be recorded for:

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- A.) Administrative purposes - When meetings are recorded for administrative purposes, the recording shall be destroyed after use.

- B.) Content that MN COLA would like to share – In these cases the following approaches will be used:
 - a. Approvals for distribution are required from the Executive Committee, or the Board as appropriate, and the recorded speakers.
 - b. Edits may be made to accommodate the wishes of any speakers with approval of the speaker. MN COLA may also edit out sensitive portions of the material.
 - c. Recordings made available from MN COLA may be deleted 6 months after posting.

As approved:

Joe Shneider, President
September 21, 2020