

12-14-23 NY COALITION FOR OPEN GOVERNMENT BOARD MEETING MINUTES

PRESENT ON ZOOM: Michelle Allen, Janet Vito, Ken Guarino, Annmarie Reeb, Axel Ebermann, Sue Kelley, Maria Tisby, Sonia Dusza, Pat Irving, Linda, Christine, Susan, Caitlin, Paul Wolf. Quorum is present.

NY COG MEETING STARTED AT 6:33 PM ON 12-14-23 BY PRES. PAUL WOLF.

REPORT ON MINUTES OF COG BOARD MEETING 11-9-23; Motion made by Axel; seconded by Sue to accept the Nov. 9, 2023 meeting minutes. Motion carried.

TREASURER'S REPORT: Motion made by Michelle to accept treasurer's report with 11-30-23 balance of \$4,128.88; second by Pat. Motion carried. Currently, there are 93 total paid members from 31 NY Counties. Memorial fund for Larry Vito, long time (2017) Board Member, will be discussed in future meeting.

DRAFT CALENDAR FOR 2024: This is given for informational purposes and future discussion with some filling in at next Board Meeting.

AMIL VIRANI BOARD RESIGNATION: Due to new job, Amil is resigning NY COG. Thanks to Amil for his service and interest in Open Government.

BOARD MEMBER TERMS UP IN January 2024: Motion made by Axel to approve a Nominating Committee to fill Board vacancies; seconded by Maria. Discussion followed with volunteering by Alberta, Sue, and MaryLou volunteering for this. At end of 2024 new Nominating Committee will be formed. Motion carried. One thing the Committee could do per by laws, is to increase the Board from 13 to 15 members if there are more people who want to serve than the present positions.

OPEN MEETINGS LAW COMMITTEE: Chair Michelle reports working on letter to go out in January for contacting the 177 towns who do not allow public comments at their meetings. Work on this project has been done by Committee and especially Annmarie and Robin. Many thanks to all.

This Committee is also working on a training for easy livestreaming of meetings.

FREEDOM OF INFORMATION LAW COMMITTEE: Maria, Chair, reports a FOIL report will be released in Jan.

Planning on a training session in Feb. on the need for an independent hearing officer system.

Annmarie and Maria spoke to the Amherst Women's Republican Club regarding the Coalition's work to about 20 people. New business cards (qr code) well rec'd.

PUBLIC RELATIONS/EDUCATION COMMITTEE: Report by Chair

- A. Committee recommends that the Board authorize Paul be reimbursed filing fee of \$305.00. Axel made a motion re this; Maria second. Motion carried.
- B. Maria made a motion to raise dues to \$30.00 annually; Sonia seconded. This was the median amount voiced by 85-87% of people responding. Students are no dues required. \$30.00 is only the recommended dues. After discussion, motion carried.
- C. Recommendation is made that the Board approve a Fund-raising Group which will report to Public Relations and report back to Board. Paul made a motion re this recommendation; Michelle second. This may require research at first with mostly emailing and occasional meeting. Interested volunteers should become members of PR committee. Motion carried.
- D. 2023 Naughty and Nice list, press conference on December 14, 2023 11 am via zoom. Paul and Axel provided overview of this list; Paul will lead.
- E. Recommendation to form a 3 person board nominating committee to review and make recommendations for filing Board positions. This was done above on motion by Axel; seconded by Maria. Motion was carried.
- F. Work is progressing on arrangements for Albany Lobbying Day March 11/12. Discussion of possibilities for getting space and program, perhaps involving education and cookies.
- G. Michelle made motion to have Executive Committee review By-Laws; second by Janet. Discussion was had about need to put in a new dues structure, other cleanup and a fresh look. Motion carried.

OPEN MEETINGS LAW LETTER: Reinvent Albany made letter and we signed on along with 36 different organizations that also signed on that align with our views; see with agenda.

NEW BUSINESS: Several interviews/contacts by and to COG/Paul from Binghamton, TV and radio. Manhattan borough President Office reached out to COG; Paul used live-streaming report for 5 plus pages of testimony. Meeting ended at 7:39 pm on a motion by Axel and seconded by Pat. Motion carried.

Zoom Meeting January 11, 2024

NEW YORK COALITION FOR OPEN GOVERNMENT

Treasurer's Report December 31, 2023

Paid Members = 93 as of 12/31/2023

| | | |
|--|-------|--------------|
| Bank Balance - as of November 30, 2023 | | \$4,128.88 |
| Deposit 12/5/2023 - Bank - Mail-In - \$70.00 (Donations) | | <u>70.00</u> |
| | Total | \$4,198.88 |

Expenses:

| | | |
|---|---|-------------------|
| 12/8/2023 - Ck#173 Paul Wolf, Esq - \$149.90 (Zoom Video Communications, Inc. Renewal) | | <u>-149.90</u> |
| | <u>NYCOG Available Funds 12/31/2023</u> | <u>\$4,048.98</u> |

Larry Vito Memorial Fund (Givebutter)

| | | |
|---|------------------------------------|---------------|
| Deposit 12/8/2023 - Direct Online - (Restricted Donations) \$360.00 | | <u>360.00</u> |
| | Check Book/Bank Balance 12/31/2023 | \$4,408.98 |

Janet Vito
Treasurer

5

New York Coalition for Open Government 2024 Goals

Internal Goals

- Increase membership (93 as of 12/10/23)
- Start Sharing Our Stories Through Videos
- Increase Facebook followers (684 as of 12/10/23)
- Increase Twitter followers (421 as of 12/10/23)

Project Goals

- Increase training sessions on OML & FOIL
- FOIL report regarding public comment policies
- Sunshine Week Event Albany Day
- Annual Meeting
- In person Meetings/Events

January

Board Appointments

Membership Renewals

Op-Ed regarding open government resolutions for New Year

January 1, 1977, anniversary of Open Meetings Law

Plan Sunshine Week Event for March (Albany Day)

Contacting State Legislators

February

Plan Sunshine Week Event for March

Draft Op-ed for Sunshine Week

Forum Re Hearing Officer bill

Plan May Annual Meeting

Contacting State Legislators

2/23 Student Press Freedom Day

March

1st Tuesday in March, National Town Meeting Day

Sunshine Week Op-ed

Sunshine Week Event (March 11 to 15 Sunshine Week)

Plan May Annual Meeting

OML Forum

April

Planning for Annual Meeting
Forum on Attorney Fees
Start gathering info for FOIL report

May

Annual Meeting
OML Forum

June

July

Op-ed regarding anniversary of Freedom of Information Act
Continue gathering info for FOIL report
July 19-20, 1848 Anniversary of Seneca Falls Women's convention

August

Continue gathering info for FOIL report

September

FOIL report press conference
Sept 1, 1974, anniversary of FOIL
Sept 15th, Democracy Day
Sept 17th Constitution Day, 17-23 Constitution Week
Sept. 28th universal access to information day
Plan member in person meeting for November
Live Streaming Meeting Forum

October

October 17th, School Board Recognition Week
Plan Member in person meeting for November

7

November

In person member meeting

December

End of year review, 2025 goals
Plan Board and Officer elections for 2025

NY Coalition for Open Government
Open Meeting Law Committee
December 21, 2023, at 6:30 pm, via Zoom

Meeting called to order by the Chair, Michelle at 6:31 pm

Members present: Michelle, Robyn, Axel, Mark, Susan, Linda, Janet, John, Sue, MaryLou, Mike, Ken and Annmarie.

Motion by Axel to approve the minutes of November 16, 2023, and seconded by Robyn – No questions. All in favor, Motion carried.

1. Add approval of October 19, 2023 meeting minutes to January 2024 agenda.
2. Report regarding public comments at meetings –
 - a. Annmarie provided an update. Robyn has a few corrections to the letter. This will go out in January after the list of officials are updated. Will we be mailing letters to the Towns that have no Email Addresses? Who decides this? Robyn and Michelle stated that this would require a board approval for the cost. Annmarie offered to pick up the mailing cost. Annmarie will absorb the cost.
 - b. John asked if this will go to the Town Clerk – Annmarie confirmed it will.
 - c. Michelle wanted to make sure that all the associations would be getting the same letter, ex. Association of Towns.
 - d. Annmarie relayed that this letter is only for the 177 Towns. Annmarie asked for clarification. A discussion occurred.
 - e. John suggested a separate letter and provided further details.
 - f. Robyn informed that she will provide the stamps for the town letters.
 - g. Robyn asked if they should go out at the same time. Michelle said the letter speaks for itself. Robyn provided a step by step. Annmarie says the 2nd letter will move this to February.
 - h. Annmarie thinks we should not do a letter to the associations.
 - i. Axel explained how some organizations are not in support of open government and provided details. Michelle replied to this and agreed.
 - j. Janet suggested we stick with the letter for the 177 towns. Sue agreed to this.

Motion by Robyn to go with the current letter as it is right now and do a follow up letter at a later date, seconded by Janet. All were in favor, none opposed.

3. Forum regarding Livestream of Meetings – Michelle opened this up for discussion.
 - a. Robyn thought we should look at towns that are livestreaming – how they do it and the cost. Maybe we can get some good and bad examples. Some of the advantages and disadvantages.

- b. Mike addressed a city that does it well. Maybe we can get some information on the system they use and make a list of the ones that work well and the ones that work poorly. Mike provided specific details. Robyn provided information on her town.
- c. Annmarie asked if we are doing training in January or waiting until after sunshine week. Robyn addressed this regarding the change to the law.
- d. Axel believes the (law change) would be all municipalities. Axel explained further. Axel addressed the audio of livestream and costs even on a low budget.
- e. Mike addressed the law and people with disabilities and older folks. Axel supported this.
- f. Susan talked about the livestreaming/archiving for her town. She informed on the money contributed from the cable companies to the town and using this money.
- g. Axel replied to Susan and explained that it is up to the cities and towns what they do with the money that goes into the general fund. Susan agreed but this is additional money that is not from taxpayers.
- h. Susan said audio is important but why visual is important. Axel supported this too.

Motion by Michelle to move the discussion on the livestream to April and seconded by Axel, additional information provided. All in favor. None opposed.

- 4. What other Type of OML Forum can we Plan? Michelle opened this up to the attorneys.
 - a. Mike would like to see something that addresses people's rights during an open meeting because of abuse of the public, also what they can say. Mike provided examples. Maybe some documentation and what your rights are.
 - b. John addressed towns that have unlimited funds, especially the State. If they lose in court, it should cost them money. It attracts attention to the rules and the burden on the taxpayers. This may change people's attitudes. He informed of the City of Buffalo lawsuit. It's all about money and what makes the news to change attitudes.
 - c. Axel informed of a press release today on the lawsuit and the over 900 responses on twitter. This is what we need exposure on to make tangible differences.
 - d. Susan OML issue – advice of counsel to go into executive session. She provided pertinent information from the NYCOOG. No enforcement. This needs to be pressed.
 - e. Robyn suggests ongoing training for OML regarding municipalities, what they can do and what their responsibilities are because they don't understand their responsibilities. Robyn addresses OML violations quite frequently. Not sure if this is required training. What can we do. Susan said yes to training but they may still do what is wrong, especially with the attorney's support.
 - f. Axel suggests a project regarding the absence of public discussion and provided additional information on this, including not doing the discussion in public. Ex. The budget. How do you prove the absence of something? Do a comparative analysis of

the same item, like the budget. Annmarie addressed consent agendas and the lack of discussion. Axel would like to do school budgets as the rules are still the same. 2/3 of taxes in Axel's town goes to the school district and they are not really scrutinized. Susan addressed the budget schedule and that of Axel's town. Quality of the councilmembers have declined. She provided a good amount of detailed information.

- g. Susan says that people are needed at the local level to push the issue. Grassroots effort. Axel explained who the Coalition members are – being local activists.

5. New Business – None

Motion by Axel to adjourn the meeting at 7:43 pm and seconded by Annmarie. All in favor. Meeting adjourned.

Next OML meeting is January 18, 2024, at 6:30 pm, via Zoom.

11

New York Coalition for Open Government
Freedom of Information Law Committee Meeting - Minutes
Thursday December 28, 2023, 6:30 PM, via Zoom

Meeting was called to order by the Co-Chair, Annmarie, at 6:31 pm.

ATTENDED BY: Axel, Pat, Susan, Stuart, Sonia, Michelle, Mike, Janet and Annmarie.

Motion by Axel to approve the minutes of the November 30, 2023 meeting with the removal of the duplicate name of Janet Vito and Seconded by Pat. All in favor. None opposed, Motion carried.

1. Agency FOIL Report Project will be released in January – Annmarie provided an overview.
2. Independent Hearing Officer System Forum on 2/22/24 at 5:30 pm (via zoom) before the February FOIL Committee meeting – Annmarie asked if there are any suggestions for the forum format?
 - a. Axel likes the format and asked that we explain this in layman terms. He explained the use of a Doodle and gave examples. We need some clips for this presentation. Others agreed in using a creative Doodle.
 - b. Mike provided additional input. Mike added that we are emulating a flawed process and provide examples with details about the assessment hearing system and how it works. Sonia added to this and identified with it.
 - c. Michelle addressed training vs. law.
3. Ideas for a 2024 FOIL Project – Annmarie informed that this would be Foiling of records of 57 counties and if we add cities it would be an addition 62 cities. Provided an overview of the State Agency FOIL project of 70 Foils. Should we do both cities and counties?
 - a. Axel and Pat offered their insight on doing both if we have enough volunteers. Annmarie explained that this would be a FOIL for their Public Comment Policy.
 - b. Annmarie was provided information on possible volunteers from Niagara University.
 - c. Ken thinks both are doable.
 - d. Susan asked about board vs. subcommittees.
 - e. Axel and Annmarie explored time constraints with foiling and what we are going to accomplish with this project. Sonia thought this was an excellent idea.
 - f. Janet asked about the difference between the public comment project and this project. Annmarie explained the difference. Michelle provided insight on the foiling.
 - g. Susan suggested using a template and having one person do this. Annmarie informed that the purpose is to educating our membership on FOIL and engaging the membership. Explained how encumber some it is to complete a form vs. email. Pat was surprised on how the agencies provided the same responses. This is a great exercise.
 - h. Janet asked if there was a template, etc.
 - i. Stuart talked about the different ways to collect data and compliment this project.
 - j. Sonia suggested utilizing information from other organizations.
 - k. Susan explained that most officials made their own rules because there is no law.

The discussion continued with addressing how public comment occurs in their respective towns.

Motion by Michelle to recommend to the board to include the counties and the cities in the FOIL project pending volunteers and seconded by Pat. All in favor, none opposed, motion carried.

4. Keep Police Radio Public Act S07759 – Annmarie highlighted the key points of this bill.

Motion by Michelle to recommend to the board that we support the bill Police Radio Public Act and seconded by Annmarie. All in favor, none opposed, Stuart abstained, Motion carried.

A discussion with questions occurred before the final vote. Michelle informed about the encrypted broadcasts and why we support this bill. Stuart explained his concern regarding public safety and would like to hear from an expert on the police side. Michelle expressed about the disclosure. Annmarie informed that the transmission has been around for years and this is how most people get their news.

New Business – None.

Motion to adjourn meeting at 7:39 pm was made by Janet and Seconded by Michelle. All were in favor, none opposed, Motion carried.

Next meeting on January 25, 2024 at 6:30 pm, via zoom.

12

Keep Police Radio Public Act S07759/ Senator Gianaris

Provides that all law enforcement agencies in the state using encryption in radio communications shall adopt a written radio encryption policy; ensures such policy shall provide that, except for sensitive information, all radio communications are accessible to duly authorized media representatives and the general public.

A copy of the bill is attached. The legislation does the following:

- Requires any law enforcement agency that encrypts any portion of their radio communications must adopt a written policy.
- The policy must ensure that all radio communications except for sensitive information is accessible in real time to duly authorized media and to emergency service organizations.
- The department of state shall establish and administer a process for granting real time access to media and emergency service organizations.
- Such process shall take no more than 5 business days to complete.
- All radio communications with the exception of sensitive information will be accessible to the general public no greater than 10 minutes after such communication took place.

BILL DRAFT - THE KEEP POLICE RADIO PUBLIC ACT

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. The executive law is amended by added a new section 222-a to read as follows:

§ 222-a. 1. Short title. This act shall be known as the Keep Police Radio Public Act.

2. For the purposes of this section, the following terms shall have the following meanings:

- (a) The term "duly authorized media representative or organization" means a duly authorized representative or organization of any print, digital, or broadcast news service.
- (b) The term "emergency services organization" means a public or private agency, voluntary organization or group organized and functioning for the purpose of providing fire, medical, ambulance, rescue, housing, food or other services directed toward relieving human suffering, injury or loss of life or damage to property as a result of an emergency, including non-profit and governmentally-supported organizations, but excluding governmental agencies.
- (c) The term "encryption" means the encoding of voice communication on an analog or digitally modulated radio carrier, which renders the communication difficult or impossible to be monitored by commercially available radio receivers or scanners.
- (d) The term "governmental entity" means any public entity in the state of New York, including:
 - (i) The state of New York;
 - (ii) A county, city, town, village or any other political subdivision or civil department or division of the state;
 - (iii) Any state authority as defined in subdivision one of section two of the public authorities law; and
 - (iv) Any local authority as defined in subdivision two of section two of the public authorities law.
- (e) The term "law enforcement agency" means any agency or department of any municipality, any police district, or any agency, department, commission, authority or public benefit corporation of the state of New York employing a police officer or police officers as that term is defined in

subdivision thirty-four of section 1.20 of the criminal procedure law.

- (f) The term "radio communications" means verbal communications that are broadcast over a radio frequency either from a dispatch center to field personnel, from field personnel to a dispatch center, or between field personnel, and are accessible to all personnel monitoring that frequency. "Radio communications" does not include private communications between two devices, such as a cellular telephone, or the transmittal of data to or from a mobile data terminal, tablet, text messaging device, or similar device.
- (g) The term "sensitive information" means any portion of a radio communication that, if disclosed, would:
 - (i) deprive a person of a right to a fair trial or impartial adjudication;
 - (ii) identify a confidential source or disclose confidential information relating to a criminal investigation; and
 - (iii) reveal criminal investigative techniques or procedures, except routine techniques and procedures.

3. Any law enforcement agency or governmental entity in the state that encrypts any portion of its radio communications shall adopt a written radio encryption policy that meets the requirements of paragraphs a and b of this subdivision:

- (a) The law enforcement agency or governmental entity shall ensure that all radio communications, with the exception of sensitive information, are accessible, in real time, to duly authorized media representatives or organizations and to emergency services organizations. In the event that a law enforcement agency or governmental entity does encrypt radio communications pursuant to subdivision three of this section, the department of state shall, for the purpose of verifying credentials, establish and administer a process for granting real-time access to radio communications to duly authorized media representatives or organizations and to emergency services organizations. Such a process for granting access shall take no more than five business days to complete.
- (b) The law enforcement agency or governmental entity shall ensure that all radio communications, with the exception of sensitive information, are accessible to the general public up to but no greater than ten minutes after such communications took place.

§ 2. This act shall take effect on the ninetieth day after it shall have become law.

New York Coalition For Open Government
Public Relations and Education Group Committee Minutes

Thursday, January 4, 2024 via Zoom

Meeting called to order at 6:31 pm by the Chair: Axel

Members in attendance: Axel, Michelle, MaryLou, Susan, Janet, Maria, Ken, Pat, Stuart, Sue, Darlene, Robert and Annmarie

Axel provided an overview of how much exposure we are getting from the media – radio and tv interviews. This is a great start.

1. Approval of Minutes December 7, 2023 – **Motion** by Ken, seconded by Pat. Any questions? All in favor. None opposed. Motion carried.
2. Procedure for Backing Up Zoom Meetings – Axel provided an overview of how this is accomplished and where it is stored.
 - a. Annmarie's concerned about it being private which Axel already addressed that it would be.
 - b. Axel explained why this is easier.
 - c. Michelle asked where the backup is located. Axel answered this.
 - d. Axel addressed problems with zoom links.
 - e. Board minutes go online but not committee minutes. Is there a backup for the committee minutes? Axel will create a folder for the warehouse of minutes – will address this later.
 - f. Darlene asked if there is a storage limit. Axel said this is not an issue for us at this time. Ken also brought up a limit on storage. Axel will look this up. MaryLou was able to provide the answer to Ken's concern on limits.
 - g. Maria requested a review of the Motion.
 - h. There was uncertainty if this needed to go to the board. Axel will send a note to the board.

Motion by Axel that the procedure for backing up zoom meetings is that Axel will keep the physical copy and we are going to upload the recordings onto YouTube and put the transcripts/minutes together in a shared Google drive, seconded by Annmarie, all in favor, none opposed, motion carried.

3. Update regarding Article 78 Lawsuit against the City of Buffalo – Axel provided an overview of the lawsuit.
 - a. First court date if February 6, 2024 @ 10 am in downtown Buffalo.
 - b. There has been a lot of media exposure. This is high profile.
 - c. We are officially approved to run Facebook campaigns.
 - d. The fees have been paid.
 - e. Talked about fundraising and membership drives and as it applies to litigation.
 - f. We did not get the Google grant.
 - g. Maria asked who the judge is and that we should have people show up. She explained the importance of the lawsuit and why she supports it.
 - h. Axel talked about how this is a straight forward lawsuit and agreed that we should show up if we can. There will be a press release and media exposure. Annmarie provided the date the pay increases would go into effect.

- i. Axel addressed a change in the law to advisory committees. Michelle stated that per the law a body must perform a necessary function of government. Per Axel this lawsuit challenges this.
 - j. MaryLou addressed the exemptions regarding two or more councilmembers on the committee make them subject to Open Meetings Law. Also, is there a stay for the raises? Axel addressed this. Maria addressed an early court date.
 - k. Will there be a press release with a public outcry? Axel explained.
 - l. Annmarie provided additional information regarding the channel 7 interview and did we link it to our website. Per Axel this can be found on Open Government Media.
 - m. Michelle said the stay was filed. Still waiting for them to act on it.
4. Albany Lobbying trip – Axel provided a brief overview – press conference will be on Monday and maybe an educational session on Tuesday.
- a. We can put our events online (other sites). We need to hash out reimbursements for this meeting (Albany). What will we cover?

Motion by Michelle, that we as the Coalition recommend to the board to approve \$80 for the hotel and \$40 for travel, seconded by Axel, all in favor but MaryLou was opposed and stated why, Motion Carried.

Discussion prior to vote:

- a. MaryLou would like background on the accommodations and it depends on how many people are going. Should this be pushed to the board? This could be a significant cost.
- b. Maria said an expenditure has to go to the board. The amount would need to be decided by the board.
- c. Axel stated it will probably be about 15 people for one or two days. It will probably be a flat stipend. Axel thinks that we should provide it to the people who really need it or ask for it.
- d. Annmarie stated that Michelle put in the chat that she amends her motion to recommend to the board. Annmarie provided additional details for those who share rooms or carpool. Darlene addressed different amounts for both the hotel and mileage.
- e. Maria also addressed who does and does not need the money – it should be across the board. No one should be judging an individual's finances.
- f. Axel talked about the hotels. Coalition members will book their own hotel. The coalition will recommend hotels.
- g. Janet asked for the Motion. Will the cost be across the board? Axel said this is a good discussion to make recommendations to the board. Janet asked which days and do we leave on Tuesday? Axel provided the details. What will we do on Tuesday? Axel – knock on doors for people we missed and education.
- h. Axel displayed his sunshine balloons.
- i. Sue stated that lobby day is one day. We need to make the appointments with the legislators. Axel said there is no restricted lobby day. He will double check it. There was further discussion.
- j. Axel, we are setting up a timeline right now. Will reach out to them one month in advance. We can't approach everybody so we will have a priority list. Addressed a press conference.
- k. Annmarie sent Axel a list of hotels with the pertinent information and costs. You can get the hotel and cancel if something comes up. We need to first work out the logistics.

5. Upping our Marketing Game

Facebook Live - Axel addressed doing a Facebook Live and what the format would be. We should create more content.

- a. Michelle agrees and said we should direct the questions. This is also a concern of Axel. Do we invite guests? Live can be tricky.
- b. Janet asked if there will be screeners (for calls). Alex explained how this could be done. Things can happen when your live. Axel said that we can host guests.
- c. Darlene did Facebook Live last year and provided details on how this was done.
- d. Axel discussed a time frame.
- e. Michelle suggested a rotating schedule.
- f. Axel did not support rotating and explained the logistics.
- g. Ken asked if it should be weekly or monthly?
- h. Annmarie thinks we should try different time slots.
- i. Janet asked how long this would be? Nothing yet decided but maybe 30 mins. per Axel.

Posting Short Video Clips on other Platforms – Axel provided an overview of using varying media. 3 to 7-minute segments.

Encouraging Members to Speak in their Community – Axel informed on this and the benefits.

6. Fundraising Work Group – Axel said that this group will be run out of the PR committee. Several people expressed interest. We don't want to overload members that have other work. Talked about a chair. Paul to email the volunteers. Annmarie asked for a fundraising policy from this group and explained its importance. When a chair is created, Annmarie can send them her research. Annmarie addressed the bylaws and policies as brought up by Darlene.

7. Membership & General Outreach Drive 2024

8. New Business

- a. Maria - Reminder that dues are due in January.
- b. Axel addressed increase in webpage visitors and membership.

Motion by Annmarie, seconded by Maria to adjourn the meeting at 7:59 pm. All in favor. None opposed. Motion carried.

Our next meeting is Thursday, February 1, 2024 at 6:30 pm, via zoom.

Draft: NYCOG Zoom Backup Policy

Date: 01/05/2024

Created by: Axel Ebermann, PR/Education Committee Chair

contact: axel.ebermann@nyopengov.org

As per resolution passed in during the PR meeting on 01/04/2024:

- All Zoom calls are automatically recorded on the Zoom Cloud storage
- As a general policy, all board and committee meetings are for members-only and will be made available upon request
- All Zoom files will be made available to members who are in charge of minutes via a link
- The PR Committee will download a copy of all Zoom files (video, audio, transcripts) onto a local hard drive as backup
- The video of the recordings will be uploaded to the NYCOG Youtube account accessible via a private ('non-public) link.
- Due to Zoom cloud storage limitations all Zoom recording will be deleted from the cloud on a monthly basis, or when we run out of cloud space to record anymore meetings.