

Burlington City Arts Board of Advisors Meeting Minutes
Lorraine B Good Room, BCA Center
March 4, 2015
5:00-6:00pm

Board members in attendance: Beth Montuori Rowles, Lori Rowe, Lee Bouyea (phone), Sandy Berbeco, Billi Gosh, Michael Metz, Sherrill Musty, Barbara Perry, Rachel Kahn-Fogel, John Gonter, Dan Harvey, Bill Post, Leslie Black Sullivan,
Board members absent: Phillip Bosen, Sanjay Sharma, Pascal Spengemann, Dana vander Heyden,
Staff in attendance: Doreen Kraft, Sara Katz
Guests: Jim Lockridge, Charles Norris-Brown

Call to Order 5:10PM

1. Open meeting law requirements and public records presentation by the City Attorney

- a. In June of 2014, the State Legislature enacted amendments to the open meeting law that affect public bodies and the BCA Board of Advisors is one. The board asked Eileen Blackwood, City Attorney, to do an overview of open meeting law in a special meeting so that they had a deeper understanding of the new requirements.
- b. Eileen handed out a copy of Vermont's Open Meeting Law and extracted several points that are important for people serving on public bodies to understand, including rules and timelines for posting meeting agendas and minutes, what constitutes a meeting that must be warned and how to manage phone attendance, the rights of the public to attend meetings and speak, and what constitutes a public record. The City is currently working on devising a records retention policy.
- c. Guest Charles Norris-Brown asked if the public's presence needed to be noted in meeting minutes. Eileen confirmed that anyone who spoke in a meeting should be noted.

2. September Meeting

- a. Lee Bouyea could not remain on the phone any longer and left the meeting.
- b. September 2014 meeting minutes may not have been posted on the website within 5 days of the September meeting. While no receipt of written notice of an alleged violation was received, this offers an opportunity to go through steps for curing the inadvertent late posting.
- c. A motion was made to recognize that there was an inadvertent error in posting the minutes of September 17, 2014 within five days of the meeting on the website due to a technical error linking the City calendar to a live webpage that has subsequently been corrected for this public BCA Board meeting and all others following it.
- d. A vote was taken and all were in favor of posting this recognition as described.

3. Meeting adjourned at 6pm