KETCHIKAN CHARTER COMMISSION

AGENDA STATEMENT

NO ____G-3_____

MEETING OF **January 30, 2004**

ITEM TITLE Format of Commission transcribed meeting minutes and recording of meetings SUBMITTED BY Debby Otte

SUMMARY STATEMENT:

Item E on this agenda includes approval of the meeting minutes of January 21, 2004. Those minutes were documented quite extensively in order to preserve the intent of the Commission by transcribing most discussions. Those minutes took approximately 8 hours to transcribe.

Attached are examples of the minutes of the City Council and Borough Assembly. They are much briefer in content than those presented this evening for approval.

A suggestion for further minutes would be to record the meetings from the television and archive those VHS tapes along with the actual recording tapes of the meetings and keep the actual minutes brief.

This item is for discussion purposes. The motion below can be changed or amended to suit the desires of the Commission.

RECOMMENDED ACTION:

"I move to format the Charter Commission minutes after those of the City and Borough, keeping the recorded audio tapes and recorded video tapes for referral and archive."