

# Attachment A : Workshop Meeting 1/23/2024

TO: Holiday Park Board of Trustees

FROM: Holiday Park Communications Committee

SUBJECT: ADDRESS THE ISSUE OF STREAMING MEETINGS (WORKSHOPS AND TR

The Communications Committee met, as instructed by the Chair, on Friday, January 19, 2024.

The following were in attendance:

1. Kim Branch, HP Resident
2. Sandy Hopkins, HP Resident
3. Kim Jacobs, HP Resident
4. Carmella Coons, District Manager
5. John E. Rabideau, Communications Chair

Per the Meeting Minutes, the Communications Committee met and discussed options for streaming Holiday Park Workshop and Regular Trustee Meetings, and as required from time to time, Special or Emergency Meetings.

The following recommendations, from the Committee, and supported by our knowledgeable office staff are:

1. Use YouTube to video stream Trustee and Workshop Meetings, there is "NO COST" associated with the use of YouTube. The Committee recommends establishing a "browser link" to allow residents to use a variety of cell phones and computers access.
2. Retain the video meetings available on YouTube for one year. The office would "unpublish" the videos annually. The videos would be archived in compliance with record retention requirements.
3. Review and amend the Park's archive policy to include video streamed Trustee

Workshop and Regular Trustee Meetings to ensure compliance with all applicable Florida Laws regarding public Record retention.

4. Allow YouTube to maintain the archiving of the video recorded meetings for 7 years per Florida Law. In addition to the preceding, Holiday Park would also maintain a second copy of the Video Recording's in the Microsoft Enterprise cloud. According to Holiday Park employee, Kate Geist, the office already has this cloud storage available and is currently using it for other archiving, and it has the capacity to store future video recorded meetings. As a result, there will not be any additional cost for archiving.

5. Finally, the Communications Committee strongly recommends that the typed meeting minute's be provided in summary format. The concern is the possibility of a conflict between the recorded minutes and the typed minutes.

Respectfully submitted,

Trustee John E. Rabideau,  
Communication Chair