

HALIFAX AREA ADVERTISING AUTHORITY

Sunshine Law Workshop

Embry Riddle

September 1, 2016

SUMMARY MINUTES

The minutes reflect a summarized view of the gathering.

Board Present:

Mike Kardos, Samir Naran, John Phillips, John Betros, Libby Gallant.

Board Absent:

Mihir Patel, Steve Farley, Blaine Lansberry, Jim Berkley, Kyri Drymonis and Carol Platig.

Guests:

Jenelle Codianne, Charles Hargrove, Stephanie Mason-Teague, Ashley Robertson, Jenean Chavey, Kathy Materson and Scott McAbee.

Staff Present:

Lisa Bordis, Shawn Abbatessa, Trish Ruffino, Lori Campbell Baker, Sharon Bernhard, Roxanne Olsen, Kate Holcomb, Tonya West, Courtney Strickland, Jennifer Kaniaris, Jennifer Sims, Amber Tischler, Tara Hamburger and Sam Pollack.

Staff Absent:

Linda McMahon, Lynn Miles and Leda Beaver.

CALL TO ORDER

Chair Mike Kardos called the meeting to order at 2:06 p.m.

Charles Hargrove, Volusia County Attorney is here to teach Sunshine Law and Public Records information.

Sunshine Law:

The three basic requirements of FS 286.011:

1. Meetings of public boards or commissions must be open to the public.
2. Reasonable notice of such meetings must be given; and
3. Minutes of the meetings must be taken and promptly recorded.

This means that whenever there is business conducted on behalf of the HAAA Board, either by a committee or board members, there must be an official meeting called. All committees serving under HAAA are held to the same standard and guidelines. No committee is to meet without proper notice, and a public meeting held. No communication via email, text or in person are to be had without a proper meeting called.

Any time the subject has a chance to go in front of HAAA for discussion, it may not be discussed outside a formal meeting. There is no time frame with this rule. If the subject will at any point in the future be brought to HAAA, it is important to know you cannot discuss it outside of a noticed meeting.

There are a few exceptions to the rule, however, HAAA does not normally apply to them. You need to ask Hargrove or Lisa Bordis for clarification if you believe you have something that could be an exception prior to the meeting.

Notice of meetings:

The term "reasonable" is used but not defined. Most of the time the agency adopts a time period of expectations. (HAAA is 7 business days.) Special meeting notices are no less than 24 hours but preferably at least hours in advance. It is recommended that the Time, Place and Subject Matter be part of the notice sent out. If an agenda is available, then attaching that is okay.

Minutes of meetings:

All meetings are required to have recorded minutes, this includes workshops. Minutes are to include a brief summary of notes, verbatim is not required. Minutes must be in written format.

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Public Participation:

All members of the public must be given a reasonable amount of time and opportunity to be heard. The statute does not prohibit the board from maintaining standards of conduct and decorum.

Public Records:

All documents, papers, letters, or any other material regardless of physical form are Public Records. Anyone, who need not state their name or reason, can make a public records request. Location of records is irrelevant. They are identified based on whether they are made or received in the transaction of county business or pursuant to law. All of HAAA's contractors are subject to Public Records request for any business they conduct on HAAA's behalf. Any document created for or by HAAA is subject to the Sunshine Law. It does not matter if a spreadsheet was created and not shared, once it is created, it becomes public record.

You can charge for public records request. The amount charged can be per copy and for time involved in the making of the copies. HAAA has a formula for any charges regarding public records request. HAAA's policy is that the first 15 minutes is no charge.

Public Participation:

There was no public participation.

Adjourn 2:57pm

THE MEETING WAS ADJOURNED AT 2:57 pm.

Respectfully submitted,

Lisa Bordis

Executive Assistant