



VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL  
COMMONWEALTH OF VIRGINIA

**ELECTRONIC MEETINGS  
PUBLIC COMMENT FORM**

**WE NEED YOUR HELP--Please give us your feedback regarding how meetings using electronic communications technology compare to traditional meetings where everyone is present in the same room at the same time.**

**1. Name of the public body holding the meeting:** \_ Department of Environmental Quality, HFC Extruded Polystyrene Boardstock Compliance Date Work Group. \_\_\_\_\_

**2. Date of the meeting:** \_\_ January 20, 2021 \_\_\_\_\_

**3. What are your overall thoughts or comments about this meeting?** \_\_ It was a very effective and properly facilitated meeting.

**4. Where did you attend this meeting -- main meeting location OR from a remote location? (circle one)**

**5. Technology used for the meeting (audio only or audio/visual, devices and/or software used--please be as specific as possible--for example, speakerphone, iPad, Skype, WebEx, Telepresence, etc.):** Everyone logged in via GoToWebinar using both audio and video.

**6. Were you able to hear everyone who spoke at the meeting (members of the body and members of the public)?**

Poor                                  Excellent  
1      2      3      4      5

COMMENT \_\_\_\_\_

**7. How easy was it for you to obtain agenda materials for this meeting?**

Easy                                  Difficult  
1      2      3      4      5

COMMENT \_\_\_\_\_

**8. Could you hear/understand what the speakers said or did static, interruption, or any other technological problems interfere?**

Easy                                  Difficult  
1      2      3      4      5

COMMENT \_\_\_\_\_

**9. If the meeting used audio/visual technology, were you able to see all of the people who spoke?**

Poorly                                  Clearly  
1      2      3      4      5

COMMENT \_\_\_\_\_

10. If there were any presentations (PowerPoint, etc.), were you able to hear and see them?

Poorly  
1 2 3 4 5  
Clearly

COMMENT \_\_\_ Did not apply

11. Were the members as attentive and did they participate as much as you would have expected?

Less  
1 2 3 4 5 More

COMMENT \_\_\_\_\_

12. Were there differences you noticed in how the members interacted?

With the other members present:

Very Different  
1 2 3 4 5 No Difference

With members participating from other locations:

Very Different  
1 2 3 4 5 No Difference

With the public:

Very Different  
1 2 3 4 5 No Difference

COMMENT \_\_\_\_\_

13. Did you feel the technology was a help or a hindrance?

Hindered  
1 2 3 4 5 Helped

COMMENT \_\_\_\_\_

14. How would you rate the overall quality of this meeting?

Poor  
1 2 3 4 5 Excellent

COMMENT \_\_\_\_\_

**THANK YOU. Please send your completed form by mail, facsimile or electronic mail to the FOIA Council using the following contact information:**

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