

FOIA ELECTRONIC MEETINGS REPORT - AUGUST 2012

ENTITY	YEAR REPORTING	# OF MEETINGS/YEAR	A/V OR A	PUBLIC/MEDIA PRESENT@ MAIN LOCATION AND/OR REMOTE LOCATION	PURPOSE OF MEETINGS	COMMENTS MADE
Virginia Community College System	1999	3	A/V & Audio	Media Present, Main & Remote Location	Full State Board Meetings	Reporter commented that he was very appreciative that he could attend the meeting without having to drive to Richmond. Said he would not have made trip and the electronic meeting gave him opportunity to get quotes and other info he would otherwise have been unable to get. State Board members expressed very positive comments about electronic communication meetings, especially when there is only one piece of business to consider and meeting is over in less than 30 mins. For members from the far Southwest and other long distances from Richmond, this saves them significant time and saves the Commonwealth significant money that would have otherwise been spent on time.
Virginia Community College System	2000	5	Audio		Regular scheduled meetings and meeting to certify candidates for the Wytheville Community College presidency	
University of Virginia Board of Visitors	2001	10	Audio	Main & Remote Location	Executive Committee, Student Affairs & Athletics Committee, Bldgs. & Grounds Committee and Board of Directors of UVA Investment Mgmt. Company meetings	
Virginia Community College System	2001	5	Audio	Media present at 10/24/01 meeting, Main & Remote Location	Certify candidates for presidency - various colleges	
Virginia Community College System	2002	4	Audio	Media present at meeting 10/17/02, Main & Remote Locations	Certify candidates for presidency - various colleges and discuss impact of Gov. Warner's budget cuts	
Board of Education	2002 - 2003	3	Audio	Main & Remote Location	Board of Education's No Child	

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					Left Behind Committee, Regular monthly business meeting and special meeting	
DEQ-State Water Control Board & VWMB	2002 - 2003	6	Audio	Main & Remote Location	Special Board Meetings - Final actions on amendments	
Virginia Community College System	2003-2004	4	Audio & A/V	Media Present at 4/11/03 & 4/2/04 meetings Main & Remote Location	Regular meetings and meetings to certify candidates for presidency of community colleges	None other than to confirm attendance at the TNCC meeting site.
Department of Treasury	2004	2	A/V	Main & Remote Location	Discuss numerous issues	The use of videoconferencing was successful on 1st try for 3/17/04 Board meeting. Videoconferencing facilities at both locations functioned w/o interruption, and technical staff with each facility was helpful with use of videoconference systems. For 9/10/04 meeting a technical flitch due to the "lock up" of a switch in Richmond's system delayed the start of meeting. Once the location of problem was identified and system was reset after 45 minutes, internet service was restored. At this point, however, there were dialing-in (after 15 mins.) and those attending meeting in Norfolk relocated to the videophone room on same floor, two locations were successfully linked via videoconferencing and meeting commenced w/o any further interruption until meeting was adjourned. Technical staff indicated that this was first time the system failed in its startup.
FOIA Council Subcommittee	2004		A/V	Main & Remote Location	Studying electronic meetings and notice issues	Council member participating remotely indicated that he preferred to be at the main meeting location. Meeting itself ran smoothly, although from staff perspective it was more difficult talking to members physically present as well as remote member.

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						Technical staff did a good job setting up meeting, but planning was more involved b/c of necessity of running tests between two locations. If tests had not worked, we would not have been able to meet electronically, b/c 30 days notice is required to have a teleconference and there was not enough time for that notice.
Virginia Community College System	2004	2	A/V	Main & Remote Location	Executive committee meeting	Chairwoman thought arrangement went well and it afforded an opportunity for the Executive Committee to meet with minimal disruption for those who live outside of Richmond. Second Meeting- video conference went well and 4/14/2004 meeting video conference went well.
Department of Treasury	2005	1	A/V	Main & Remote Location	Various items	Use of videoconferencing was successful, videoconferencing at both locations functioned w/o interruption and technical staff affiliated with each facility was helpful with use of the videoconference systems. Authority staff and board members believe that the authority's plan to conduct its Board meetings via videoconferencing has been successful. The benefits of utilizing videoconferencing facilities to hold the authority's board meeting proved to be beneficial in terms of convenience, logistics and overall efficiency.
Virginia Community College System	2005	4	A/V	Main & Remote Location	Executive Committee Meeting of the VA Workforce Council and Executive Committee Meetings	7/19/05-except for technical difficulties due to installation of new system, meeting was good. 10/3/05-meeting was good.
Virginia State Bar Lawyer Ad & Solicitation Legal Ethics	2005	20	Audio	Main & Remote Locations	Regular Mtg 3/5, 5/17 & 9/20 Regular Mtg 3/5 & 5/12	

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Legal Ethics Unauthorized Practice of Law Lawyer Discipline Professionalism Budget & Finance					Regular Mtg 3/3, 5/12 Regular Mtg 6/7, 8/9 & 10/11 Regular Mtg 2/2, 3/5, 4/6, 5/4, 6/1, 9/7, 10/6, 11/2 & 12/7 Regular Mtg 5/17 Discuss Annual Budget 3/24 Discuss Biennium Budget Submission 8/1	
Board of Education	2005	2	Audio	Main & Remote Location	Emergency Business Session and Charter School Application Review Committee Meeting	Telephone conference services provided by VITA. System worked well and full agendas completed with no difficulty. The DOE's staff continues to modify the technical equipment in order to improve sound quality to and from the remote sites.
Virginia Retirement System	2005	1	Audio	Main & Remote Location	Regular Meeting of VRS Board of Trustees	No logistical or technical problems w/phone connection to China. Very positive experience allowing a member of the public body to participate in the meeting in very efficient manner.
Virginia Information Technologies Agency -- Strategic Planning & Review Committee and Information Technology Investment Board	2005	2	A/V	Main & Remote Location		Fred Norman with CVC, LLC, suggested that Committee members in preparing for 2005 Recommended Technology Investment Projects Report, may want to take a look at work being done by 2 advisory committees w/n the Joint Commission on Technology and Science.
Virginia State Bar Executive Committee Lawyer Advertising & Solicitation Legal Ethics Lawyer Discipline	2006	20	Audio	Main & Remote Location	Act on report Judicial Nominations Committee 11/30 Regular Mtg 1/31, 5/23 & 9/19 Regular Mtg 1/12, 5/11 & 9/7 Regular Mtg 1/4, 2/1, 3/1, 4/5,	

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Lawyer Discipline-Rules Subcommittee					5/3, 6/7, 9/6, 10/4 11/1, & 12/6 Regular Mtg 1/4, 2/1, 3/1, 4/5, 5/3, 6/7, 9/6, 10/4, 11/1 & 12/6	
Virginia Retirement System	2006	1	Audio	Main & Remote Location	Regular meeting	
Board of Education	2006	0				
Old Dominion University Board of Visitors	2006	1	Audio	Main & Remote Location	Annual meeting of governing board	Once understood the notice requirements, with assistance of General Counsel, the logistics were relatively easy. Had no problems with equipment, and Board member who lives in California had no problems participating. Given travel considerations, he will likely use this option as often as possible. In fact, he wanted to participate again by telephone at meeting on 9/22/06 but did not notify us of desire until it was too late to provide proper notice in accordance with the Code of VA, therefore could not do so and was unable to physically attend meeting. This option does make it more convenient for members of Board who live a great distance from the university and also saves costs related to travel.
Virginia Port Authority	2006	2	Audio	Main & Remote Location	Executive Committee meeting	8/1-1st time the VPA Board conducted a meeting with telephonic participation. While electronic conferencing is allowed under law, VPA Board prefers to conduct meetings in person and in boardroom located at VPA headquarters in Norfolk. Electronic meetings for regularly scheduled public sessions are not encouraged. Setting up a meeting to allow electronic participation is somewhat complicated and burdensome. The VPA has an in-house system for telephone conferencing that is utilized by Marketing

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						Dept. for weekly staff meetings that are held with domestic and foreign field offices. If need be, VPA is equipped to conduct teleconference meetings. 9/6- This was only 2nd time that VPA had conducted a meeting with telephonic participation. Commissioner Goodwin was the only member of Board who wished to call in to the meeting and had difficulty hearing the proceedings. Conference speaker phone system was not in service for this meeting and used the regular phone service with built-in speaker.
Children's Health Insurance Program Advisory Committee	2007	3	Audio	Main & Remote Location	Executive Subcommittee Mtg.	The electronic communication used in this meeting worked well. By having a remote site, allowed a subcommittee member to attend w/o a long commute from NoVA.
Virginia Information Technologies Agency	2007	1	Audio	Main & Remote Location	ITIB Exec. Evaluation & Governance Committee Mtg.	Experience using electronic communications was positive on this occasion. In general, however, the requirements for the conduct of an electronic meeting, particularly having a quorum at the primary location makes holding them difficult.
Board of Education	2007	0				
Virginia State Bar Lawyer Discipline Committee Lawyer Discipline-Rules Subcommittee Judicial Nominations Committee Access to Legal Services	2007	25	Audio	Main & Remote Location	Standing Committee meetings Regular Mtg 1/3, 2/7, 3/7, 4/4, 5/2, 6/6, 9/5, 10/3, 12,5 Regular Mtg 1/3, 2/7, 3/7, 4/4, 6/6, 9/5, 10/3, 12/5 8/23, 1/9, 2/23, 6/20, 8/17 Regular Mtg 1/31, 5/17 & 10/3	
Virginia College Savings	2007	1	Audio	Main & Remote Location	VCSP Board of Trustees Exec.	No logistical or technical problems with telephone

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Plan					Director Search Committee	connection at meeting. Meetings made it possible for a member of the public body to participate in a very efficient manner.
DEQ-State Air Pollution Control Board	2007	7	Audio	Main & Remote Location	Consider draft permits and consent orders for Mirant Potomac River Generating Station	Public expressed appreciation for location provided in NoVA in order to listen to the proceedings without having to drive to Charlottesville.
Southwest VA Health Facilities Authority	2007	1	Audio	Main & Remote Location	Discuss forming a search committee for new executive director, strategic plan & other business	The process was a technological challenge but the next time this is done it should be easier.
Virginia Commission on Youth	2007	3	Audio	Main & Remote Location	Alternative Education Options Advisory Group meeting, Commission on Youth meetings.	
Center for Innovative Technology	2007	2	Audio	Main & Remote Location	Grant Allocation Committee Meeting	CTRF GAC's experience using teleconferencing to augment participation when quorum is physically present at another location has been positive. The logistics were simple and the technology performed well.
Virginia Tech	2006-2007	1	Audio	Main & Remote Location	Executive Committee of the VA Tech Board of Visitors meeting (closed session)	The teleconference was a positive experience in terms of technology. Holding meeting via telephone allowed all members of the Exec. Committee of the Board of Visitors to participate including 2 members who were unable to travel to Richmond VA to attend in person. It also allowed for the participation of university general council from an on-campus location.
Virginia Museum of Fine Arts Board of Trustees	2006-2007	4	Audio	Main & Remote Location	Executive Committee Meeting & Partnership w/VA Task Force	It was more difficult to arrange the meetings because of the many more detailed involved. Had some static problems on the lines but overall it went well.

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The Public-Private Partnership Advisory Commission	2008	1	Audio	Main & Remote Location		None
The Joint Subcommittee on Comprehensive Services for At-Risk Youth & Families	2008	1	Audio	Main & Remote Location		None
Virginia State University	2008	1		Main & Remote Location	Special Meeting for a Presidential Search Workshop	Meeting via teleconferencing went smoothly without problems.
Norfolk State University Board of Visitors	2008	1	Audio	Main & Remote Location	Special Call Meeting	
Virginia State Bar Executive Committee Lawyer Discipline Committee Lawyer Discipline-Rules Subcommittee Lawyer Ad & Solicitation Standing Committee Access to Legal Services Committee	2008	28	Audio	Main & Remote Location	6/4, 7/3 1/2, 2/6, 3/5, 4/2, 5/7, 6/4, 8/6, 9/3, 10/1, 11/5 & 12/3 1/3, 2/6, 3/5, 4/2, 5/7, 6/4, 8/6, 9/3, 10/1, 11/5, & 12/3 3/12 1/23, 5/22 & 9/29	

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Virginia Museum of Fine Arts Executive Committee Statewide Task Force Government Affairs Committee Executive Committee Nominating & Governance Committee Statewide Task Force Nominating & Governance Committee	2008	8	Audio	3 Locations 2 Locations 2 Locations 2 Locations 2 Locations 2 Locations 2 Locations	1/8-Update committee 2/20-Update task force 2/20-Update committee 3/4-Update committee 3/4-Discuss prospective board members 4/1-Discuss prospective board members 5/19-Update task force 10/22-Discuss prospective board members	
Board of Education	2009	1	Audio	Main & Remote Location	Charter School Application Review Committee	
Virginia State Bar Lawyer Discipline Committee Lawyer Discipline-Rules Subcommittee Unauthorized Practice of Law Committee Access to Legal Services Committee	2009	17	Audio	Main & Remote Location	2/4, 3/4, 6/3, 9/2, 10/7, 11/4, 12/2 2/4, 3/4, 9/2, 10/7, 11/4 12/15 2/23, 4/21, 9/23, 12/9	
Norfolk State University Board of Visitors Nominating Committee	2009	6	Audio	Main & Remote Location	4/14-Discuss slate of officers for 2009-11	

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Special Call Meeting Nominating Committee Special Call Meeting Ad Hock Budget Development Committee Special Call Meeting					6/1-Discuss/approve a resolution 6/3-Revisit slate of officers for 2009-11 6/8-Discuss/approve dates for 3/2010 board meeting & retreat 6/17-Discuss university priorities for proposed funding needs 10/13-Discuss recent audit reports	
State Council of Higher Ed for VA	2009	2	Audio	Main & Remote Location	Council meeting	Ms. Magill was appreciative she was able to participate in meeting by phone because she was involved in another meeting that day at another location. 2nd Mtg. - Meeting went very well because meeting was held at GMU and their technician handled all of necessary equipment connections and was available during the meeting to address any problems.
Virginia Port Authority	2009	1	Audio	Main & Remote Location	Executive Committee Meeting to review memorandum of agreement with Office of Secretary of Transportation & VIT	Meeting was held in smaller conf. room than the VPA Hdqtrs. board room in Norfolk therefore speaker phone provided good connection and all participants, both present and call ins, could hear clearly.
ODU Board of Visitors	2009	1	Audio	Main & Remote Location	Special Meeting to consider 3 naming resolutions and resolution to approve the University's small, women-owned and minority-owned procurement goals thru 2012	This worked very well for Board members, both physically present and one member who participated by telephone, as well as the administrators and others participating in meeting, and staff who arranged logistics.

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Virginia State University	2009	6	A/V	Main & Remote Location	6/11-Presidential Search Committee 8/20-Board of Visitors Executive Committee 8/24-Presidential Search Committee 9/30-VA State Univ. Presidential Search Committee 10/27-Presidential Search Committee 11/4-VA State Univ. Board of Visitors Special Meeting 11/4-Presidential Search Committee	The meeting via teleconferencing went smoothly and without problems.
VMFA Nominating & Governance Committee Nominating & Governance Committee Executive Committee Mtg	2009	3	Audio	2 Locations	4/1-Discuss prospective board members 4/6-Discuss prospective board members 4/6-Update committee	Overall it went well.
Virginia Retirement System	2009	2	Audio	2 Locations	Regular meeting and Adm. and Personnel Committee	No logistical or technical problems with the telephone connection at any of the meetings. Both meetings provided a very positive experience that allowed a member of the public body to participate in a very efficient manner.
Virginia Commission on Youth	2009	3	Audio	2 Locations	1st meeting-review & approve 2009 study plans, 2nd meeting-hear study updates from commission staff and receive reports on study issues, 3rd meeting-final	

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					meeting of 2009; reviewed draft documents and approved findings and recommendations, elected new chair & vice chair	
Dept. of Environmental Quality	2009	5	Audio	Main & Remote Location	DEQ Inhalation Toxicology Advisory Group Meeting	Having an electronic communication meeting takes more effort and there are always concerns that there will be technical malfunctions. However, in these cases there were no problems and meetings were successful. Also, due to group membership, science experts in toxicology, work of the group would have been delayed and possibly adversely affected had there not been an opportunity for members to participate through electronic means.
Virginia Tech	2009	1	Audio	Main & 2 Location	Executive Committee of VA Tech Board of Visitors Mtg.	The teleconference was a positive experience in terms of technology. Holding the meeting via telephone allowed all members of the Executive Committee of the Board of Visitors to participate, including two members who were unable to travel to Blacksburg VA to attend in person.
Children's Health Insurance Program Advisory Committee	2009	2	Audio	2 Locations	CHIPAC Executive Subcommittee Meetings	The electronic communication used in meetings worked well. By having a remote site, it allowed a subcommittee member to attend without a long commute from NoVA.
Virginia Retirement System	2010	2	Audio	2 Main & 3 Remote Location	Administrative & Personnel Committee of VRS Board of Trustees	No logistical or technical problems with the telephone connection at any of the meetings. Both meetings provided a very positive experience that allowed a member of the public body to participate in a very efficient manner.
Norfolk State University	2010	6	Audio	1 Main & 1 Remote Location	Discuss/approve revised NSU enrollment projections. Regular meeting of board of	

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					visitors	
Virginia Commission on Youth	2010	4	Audio	Main & Remote Location	2010 Study Year - review & approve, hear reports on study issues or related events	
Virginia State University	2010	4	A/V	Main & Remote Location	VSU Presidential Transition Committee and VSU Board of Visitors Quarterly Meeting	Meeting via teleconferencing went smoothly and without problems.
Virginia Tech	2010	1	Audio	Main & Remote Location	Mtg. of the Executive Committee of the VA Tech Board of Visitors	The teleconference was a positive experience in terms of technology. Holding meeting via telephone allowed all members of the Exec. Committee of Bd. of Visitors to participate, including members unable to travel to Blacksburg VA to attend in person. However, having to disclose specific locations of Board members participating by phone seems an intrusion of their privacy.
Norfolk State University Board of Visitors	2011	2	Audio	Main & Remote Location	Special Meeting, Nominating committee meeting, and special meeting to discuss personnel/legal matters	
Children's Health Insurance Program Advisory Committee	2011	2	Audio	Main & Remote Location	CHIPAC Exec. Sub Meetings	
Virginia Polytechnic Institute & State University	2011	1	Audio	Main & Remote Location	Student Affairs & Athletics Committee of VA Tech Board of Visitors meeting	The teleconference was a positive experience in terms of technology. Holding meeting via telephone allowed all members of Student Affairs and Athletics Committee of Board of Visitors to participate, including one member, committee chair, who was unable to travel to Arlington VA to attend in person due to hurricane Irene. However, having to disclose specific locations of board members participating by

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						phone seems an intrusion on their privacy.
Virginia State University	2011	1	A/V	Main & Remote Location	Regularly scheduled meeting of the VA State University Board of Visitors	Initially there was a poor land line connection, but once restored, the meeting via teleconference went smoothly.
VMFA	2011	2	Audio	Main & Remote Location	Staff update to Executive Committee Members	Overall it went well.
Virginia College Savings Plan	2011	1	Audio	Main & Remote Location	Regular meeting of VCSP Investment Advisory Committee	
University of Mary Washington	2011	3	A/V	Main & Remote Location	Board of Visitors Executive Committee Meeting	Teleconferencing for the Univ. of Mary Washington's Board of Visitors Exec. Committee meetings has been favorable from the standpoint of allowing members of the Exec. Committee and other members of the Board who are unable to attend the meetings to participate. All meetings are properly posted, allowing public access to any remote location. There have been no technical or logistical issues or concerns.
Virginia State Bar Lawyer Discipline Committee Lawyer Discipline-Rules Subcommittee Standing Committee on Ethics Unauthorized Practice of Law Access to Legal Services Clients' Protection Fund Board MCLE Board	2011	31	Audio	Main & Remote Location	1/5, 2/2, 3/2, 4/6, 5/4, 6/1, 9/7, 10/5, 11/2 & 12/7 11/2 1/20, 3/24, 5/19, 7/21, & 9/15 3/8, 5/3, 8/9, & 11/3 2/9, 4/12, 6/6, 9/20 & 11/10 1/12, 5/20, & 9/9 1/31, 3/7, 7/11 & 12/8	

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Virginia Commission on Youth	2011	6	Audio	Main & Remote Location	Advisory group for commission study of school enrollment practices for VA's Kinship Caregivers, Update of collection of evidence-based practices for children & adolescents with mental health treatment needs and convening 12-member commission on youth	Much easier to convene a representative group having electronic communications as option.
Virginia Museum of Natural History	2011	4	Audio	Main & Remote Location	Discuss direction and management of museum and regular quarterly board mtg.	