



*Meeting of the Meeting Minutes Subcommittee*

Wednesday, September 3, 2008  
10:00 a.m. Speaker's Conference Room  
General Assembly Building

**SUGGESTED AGENDA**

1. Call to Order and introduction of members.
2. Presentation by Fred S. Morton IV, Superintendent of Henrico County Schools, on the Schools experience using BoardDocs software.
3. Subsection I of § 2.2-3707 sets forth the minutes requirements of FOIA, which are silent regarding the form minutes must take. *Issue: Should this section be amended to address the format of minutes? If so, should written minutes be required? Should provision be made for other technologies, such as BoardDocs?*
4. Discussion.
5. Public Comment.
6. Set future meeting dates.
7. Adjournment.

**FOIA Subcommittee Members**

|                    |                 |
|--------------------|-----------------|
| Roger Wiley, Chair | E.M. Miller     |
| Courtney Malveaux  | Sandra Treadway |
| John Selph         |                 |

*Staff: Alan Gernhardt, Maria Everett*

#