

**CITY OF FRANKLIN  
VIDEO/AUDIO STREAMING SUB-COMMITTEE MEETING MINUTES  
November 21, 2008**

- I. The November 21, 2008 Video/Audio Streaming Sub-Committee Meeting was called to order at 7:00 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall.

Members present were Meade, Kane, and Maersch. Member Herman was excused.

- II. Citizen Comment Period: No citizens were present.

- III. Approval of the October 17, 2008 Meeting Minutes

Motion made and seconded to approve the October 17, 2008 Video/Audio Sub-Committee Meeting Minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Discussion and Determination of Preliminary Recommendation(s)

The Sub-Committee is targeting January for taping of the Council meetings.

- V. Replacement of Analog with Digital Audio Recorders for Commission Meetings

Discussion was held.

Member Meade is to draft a policy component to allow Commissions/Departments to record their own meetings within specifications. The policy component will be three-fold:

1. Recommend technical specifications for those City meetings recorded by other means (digital recorders) to be available publically,
2. Recommend a "posting policy" for such recordings on the City's website or related sites, as well as a recommendation for public dissemination, and
3. Recommend a "check-out" policy for City's digital recording equipment.

Member Meade will also prepare a draft matrix of the digital recorders reviewed, balancing technical functionality against ease of use.

- VI. Next Meeting Date and Time: December 16, 2008 at 7 p.m.

- VII. Adjournment

Motion made by Member Kane and seconded by Member Maersch to adjourn the November 21, 2008 Video/Audio Streaming Sub-Committee Meeting. Upon vote, Ayes-All, motion carried.