



STM Committee Training Note

Week commencing 23 January 2012

Meetings and Videotape: What you Need to Know Before you Turn on the Camera

The Executive Committee's Guide to Better Owners Corporation Meetings

(Part 9 of 11 in this series)

Every owners corporation needs accurate, permanent minutes. One way to accomplish this is by videotaping meetings. But is taping a meeting a good idea?

What are the pros?

- Members can review how decisions were made;
- Tapes help create accurate minutes;
- Minute takers can transcribe minutes without rushing;
- Minute takers can participate in discussions; and,
- Owners corporations don't need paid staff to take minutes.

What are the Cons?

- Tapes can be used as ammunition by opponents;
- More business may be conducted in private, away from tapes;
- Some attendees may be hesitant to speak when being taped;
- Others may "grandstand", adding to meeting time; and,
- Tapes are not always reliable – information may be lost.

The decision to tape a meeting, or not, should be made by those at the meeting, not the chair. Once taped, the meeting becomes part of the records of the owners corporation and must be kept and provided upon a search of the records.

Next week

Tape Recording Meetings