



STM Committee Training Note

Week commencing 30 January 2012

Tape Recording Meetings: Deciding Whether Taping Meetings is Practical for your Owners Corporation

The Executive Committee's Guide to Better Owners Corporation Meetings

(Part 10 of 11 in this series)

Taping helps the secretary prepare the written minutes accurately. Although it is not necessary (indeed ill advised) to quote each speaker verbatim, it allows the secretary to quote important phraseology about motions and resolutions. If disputes erupt, the owners corporation can save the recordings to determine what was actually said at the meeting.

The fact that the meeting is being taped may cause some committee members to think about the propositions put forward and make more rational decisions.

Some people may object to the taping of the meeting, they can either leave the meeting or remain and choose not to speak.

On occasions someone with something important to say will refuse to speak into a tape recorder. There is a danger in permitting unrecorded communication – the individual may later deny actually making such statements, rendering it worthless.

Sometimes speakers want nothing that proves they are making accusations against another owner. They may not want to be on tape suggesting something unpopular. Yet, the Chair may consider such information to be crucial. In an appropriate situation, the Chair could hold a vote to suspend taping.

Sometimes committee members either openly or secretly tape meetings without permission. Once it is learned that a member is recording the meeting, a decision needs to be made whether or not to allow the taping to continue.

Next week

Behind Closed Doors: When can Committees meet Secretly