
CITY OF ROCHESTER HILLS



Susan Galeczka, Deputy Clerk

DATE: February 22, 2007

TO: GSAB Members

RE: Minutes Transcription

The Secretaries in the Clerk's Office have been having difficulty transcribing the GSAB Minutes for a number of reasons. It is important you understand that the secretaries do not attend the meetings so extra measures need to be taken to identify attendees, speakers, motions, votes, etc. In addition, it is inaudible when numerous members are speaking at the same time, so members need to speak one at a time and not over each other.

I have met with secretaries and asked them to provide some general guidelines for GSAB members to follow in order that the minutes can be transcribed, which are attached.

Your cooperation in this matter will allow staff to do a better job for you. As always if you have any questions or concerns, please feel free to contact me at 248-841-2463 or by email at galeczkas@rochesterhills.org.