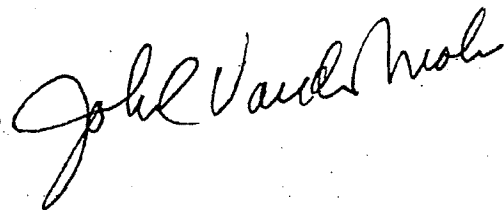


MEMORANDUM

TO: Mrs. Janet Jones, Chairman Board of Trustee
DATE: February 28 2007
FROM: John C. Vander Molen, For the Video Computer Club
SUBJECT: Board Meeting Tape



The attached is a possible procedure that may be used regarding VHS tapes or Videodisks of Board Meeting that was approved by the Video Computer Club Executive Committee on February 26, 2007.

The club would appreciate an approval of a procedure (not necessarily the attached) so that the club would be able to proceed with Board approval that may be published for all concerned.

At the present time we have one request for a copy of a tape, which we have put on hold until the Board gives the club an approved procedure.

**TRAILER ESTATES PARK AND
RECREATION DISTRICT**

**PROCEDURE FOR VHS TAPES OR VIDEOS OF BOARD OF TRUSTEE
MEETINGS
TAPING—STORING—COPYING**

The T.E. Video Computer Club will make every effort to produce a tape and/or videodisk of Board of Trustee meetings when and wherever possible. This is dependent on a having a qualified club member available to film a meeting and later make copies as requested. When a tape or videodisk is made and copies requested the following procedure would be followed.

1. During the filming of a Board Meeting a tape or videodisk will be made. This original tape or videodisk can be used only by the Video Computer Club to make a copy for broadcasting. The original tape or videodisk will be deposited and stored in the District office.
2. A request by a property owner may be made for a copy of the original tape or videodisk on a Board approved form in the District office.
3. The request for producing the copy of a tape or videodisk will be accompanied with a fee for the Video Computer Club based on length of time of the meeting requested.
\$10.00 up to 1 hour length, \$20.00 up to 2 hours length, and \$5.00 per hour of length beyond 2 hours. The film length will be indicated on the tape or disk.
4. The office will contact a designated member of the Video Computer Club regarding the request for copy and sign out the tape or disk for processing to the designated person.
5. A copy will be made within a reasonable time (providing a designated club members is available) not to exceed one week.
6. The copy and original tape or disk will be returned to the office.
7. In the event that there is no club member available to make copies, a Board Trustee or designee may take a tape or disk to a commercial company to have a copy made. The cost to be the commercial company cost plus a \$10.00 office service charge.

The original tape or videodisk is considered a legal document and every effort and safeguard must be taken with the documents.

2/27/2007