

# **AGL Traffic Engineering, PLLC**

**Albert G. Letzkus, P.E., PTOE**

DATE: 4/11/19

TO: Pima County Transportation Advisory Committee

FROM: Albert Letzkus, District 1

SUBJECT: Format for Meeting Minutes (Attachment for April 23, 2019 PCTAC  
Agenda Item)

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Recording the minutes of each meeting is important to document the issues discussed and conclusions reached, votes taken, follow up actions, etc. I understand that audio recordings are available for interested citizens to access, but I do not feel that the average person will go through the effort to find the recording on the website, and then listen for 30 - 60 minutes of recording to get to the issue they are interested in.

Therefore, I feel it is very important that the written minutes be very complete and detailed enough to reflect the meetings activities, including dissenting opinions or sentiments that are expressed. It is important not to overly generalize the discussions because someone at or outside the committee may be uncomfortable with the issue discussed or comments made.

I have found it very useful in my past management positions to follow the following format for written meeting minutes, and would like the PCTAC committee to adopt this format for all meeting minutes written by the PCDOT staff:

(A) For each agenda item discussed:

1. Identify agenda item number and subject.
2. Describe important details discussed.
3. List the associated opinions, questions, ideas by each member & speaker, by their name.
4. Record follow up actions (if) requested, and for whom, and with a due date.
5. If a motion was voted on, list those members by name who voted for it, and those who voted against it. Not simply if it passed or failed.

(B) For each "call to the public" item

1. Identify speaker and subject matter
2. – 5. Same as above for agenda items

Thank you for your support of this recommended action.