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**MINUTES**

Public Records Board  
Operations and Training Advisory Committee  
November 9, 2017  
2:30-3:00 p.m.  
Department of Administration  
101 E. Wilson Street, Madison – Pecatonica Room 132

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Committee Members Present: Dawn Bluma, Sarah Guenther, and Joshua Ranger.

Committee Members Not Present: Sandra Broady-Rudd, Andrew Baraniak. Both absences were excused.

- 1) **Call to Order:** 2:30 pm
- 2) **Approval of October 10, 2017 Minutes:** Sarah Guenther moved, seconded by Dawn Bluma, that the October 10, 2017 minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Dawn Bluma	X		
Sarah Guenther	X		
Joshua Ranger	X		

- 3) **Discussion on final draft of Email Guidance Document:** A discussion was held to review edits made since the October 10, 2017, meeting. Everyone agreed that the document title should include “non-appointed employees”. A proposed cover page was also agreed upon. The next step is for this document to go to the Public Records Board (PRB) for feedback, revisions and next steps.

Dawn Bluma moved, seconded by Sarah Guenther, to move the document forward to the November 20, 2017, PRB meeting, with the changes discussed.

Member	Aye	No	Abstain
Dawn Bluma	X		
Sarah Guenther	X		
Joshua Ranger	X		

- 4) **Adjourn:** The Committee adjourned at 2:45 pm.