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1.0 PURPOSE:

The purpose of this procedure is to define the process for developing and approving meeting minutes and synopses for stakeholder meetings, public meetings, and public hearings and the timeframes for release.

2.0 RESPONSIBILITIES:

- 2.1 Corridor Manager (CM)/Project Manager (PM) – The corridor manager or project manager shall be responsible for reviewing the document submitted by the public involvement representatives and providing comments in a timely manner so the document can be finalized.
- 2.2 Public Involvement Representatives – The public involvement representatives shall be responsible for taking meeting notes, summarizing meeting minutes, and developing synopses. Public involvement representatives shall be responsible for working collaboratively with the corridor manager/project managers to ensure the accuracy of documents prior to presenting information to lead Project Delivery staff and the director of project delivery for review.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA projects and corridors.

4.0 REFERENCES:

N/A

5.0 DEFINITIONS & ACRONYMS

6.0 PROCEDURES:

- 6.1 Within 24 hours of a stakeholder meeting, public meeting or public hearing, the public involvement representative shall email a short summary of the meeting to the assistant executive director, director of project delivery, the program manager, deputy program manager, corridor manager or project manager, director of communications, the project communications manager, the government affairs director and the assistant government affairs director.

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- 6.2 Within 48 hours, public involvement representatives shall prepare thorough, detailed meeting or hearing minutes, conduct an internal public involvement review, and submit to the corridor manager for review. Meeting minutes shall comply with the following outline:

STAKEHOLDER MEETING SUMMARY OUTLINE	
HEADING	
Corridor Name	
Meeting Type	
Time, Day of the Week, Date (Month, Day, Year)	
BODY	
Title Heading	
Body Text	
Attendees:	Provide a brief synopsis of which organizations were present. Then list the stakeholder attendees individually as follows: Full Name Organization
Discussion led by:	Give the title and full name of the person(s) who lead the meeting or group discussion.
Meeting purpose:	Briefly describe the reason and/or purpose for the meeting.
Major points:	Summarize the main topics of the meeting in 8-10 sentences. Include information that will have an adverse impact on NTTA such as commitments made by NTTA or its consultant, or a stakeholder. Action items, deliverables and milestones about the corridor shall also be included.

- 6.3 Corridor manager shall review and provide any comments back to public involvement representatives within 24 hours.
- 6.4 Upon receipt of corridor manager comments, public involvement representatives shall incorporate comments, finalize document and submit to the corridor management team.

7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

N/A

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10.0 FLOWCHART:

N/A

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Leigh Hornsby	06/05/2008		Original Issue
1	Leigh Hornsby	07/10/2008		Modified 3.3, 7.1
2	Leigh Hornsby	10/09/2009	10036	Removed 2.0 Guiding Principles. Added to 7.4 "project communications manager and government affairs director".
3	Leigh Hornsby	04/28/2011	10277	Realignment of process.