



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Town Council

Board Meeting Date: 1/19/2021

File #: 21-026, **Version:** 1

SUBJECT: General Business

Town Attorney Training for Board of Trustees

DEPARTMENT: Legal

PRESENTER: Kendra Carberry, Town Attorney

TIME ESTIMATE: 60 minutes

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

During this study session topic Kendra Carberry, Town Attorney, will provide training and guidance to the Board of Trustees on the following topics:

- Electronic communication (email and texts)
- Social media communications
- In-person communications with the public

The first item is simply a reminder that both email and text messages can result in an inadvertent meeting in violation of the Colorado Open Meetings Law.

Regarding the second topic, in 2018, the Board was presented with a draft Social Media Policy, but at that time, the Board determined not to adopt the Policy. Both the Town Attorney and the Town's insurer, CIRSA, recommend the Board adopt the Policy as soon as possible.

The third topic is again a reminder that, when Board members communicate with the public and represent themselves as a Board member, the communication reflects on the Town as a whole.

Board Priority(s) Addressed:

- ✓ Effective Governance

ATTACHMENTS:

1. Proposed Social Media Policy