

Sample Process for Online In-Camera Board Meetings

Background

The pandemic has changed the way housing co-operatives are doing business. Here is a process that may help co-ops during electronic meetings where in-camera items are being discussed.

Before you begin

The chair should ask everyone if they are alone in a private space before the meeting goes in-camera.

- You could write this in the chat box and ask that each director type their answer into the chat. You can save the chat and attach it to your minutes.
- Another option is to ask each director and put their answers into the minutes. For example, the minutes could say, “all of the directors agreed they were alone in a private space during the in-camera section of the meeting.”

Sharing in-camera documents

In-camera documents should not be given out before the meeting. The manager should share their screen and the shared in-camera documents should contain a watermark “**confidential**” on each page.

What to include on the in-camera agenda?

Include the following statement in writing at the beginning of your in-camera agenda,

“Directors have signed a confidentiality agreement and the terms and conditions of the agreement extend to online meetings. In addition, directors are reminded that they are required to participate in a private space by themselves. Head phones are encouraged if there are others in your home or meeting space that could overhear. Screen shots or use of any other technological or digital device that may capture images or record the meeting are prohibited.”

Please note: This will not prevent a breach of confidentiality. However, it will demonstrate that the co-op has a process that should restrict any breach.