

## MEMORANDUM

TO: Board of Trustees

FROM: Michaela Tonking  
Trustee

SUBJECT: Review, discuss and possibly approve a format for the Board of Trustees to have an informal conversation with the public OR have a structured conversation with the public on a specific topic presented by a Staff member with the Board of Trustees in attendance AND possibly set a date/time/venue and/or specific topic depending on the selected option

DATE: September 17, 2023

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The Board of Trustees have indicated that they want to hold an open forum and/or town hall. In order to do this, we must give consideration to the Nevada Open Meeting Law and stay in compliance with this law.

### Open Forum

This could be held prior to the Board of Trustees meeting or on another day. The key to this would be for it to have no more than two Trustees present. It could be focused on a topic and then it should be for a specific amount of time. We could, as a Board, rotate our membership as well as change up the topics. As an example, I would propose the following:

2 hour Open Forum in the Boardroom at 800 Southwood with Trustees Tonking and Dent – Topic could be **Incline Beach House – what we would like to be the key points of meeting**. If we held this on **Friday, September 29**, say from **4 p.m. to 6 p.m.**, we would need to consider the timing and then how do we communicate this to our community. I would suggest that we hit social media as well as place an ad in the local newspaper. We could also do a District email blast via our mailing list. I think that we should also post this in some form just to be sure we are in compliance. It would then be imperative that no other Trustee attend so we don't violate the law. Then these two Trustees could report to the full Board at its next meeting. All of the areas in red text could be changed out but the process should be followed if we select this type of meeting.

### Town Hall Meeting

In order for all Trustees to participate, this would have to be a noticed meeting. In the past, Staff has set these up at the Chateau and then each Trustee was given a tall cocktail table spaced well apart and the Trustee was assigned a Staff member to scribe the conversations that were held. No specific topic was set forth and the Trustees were just available to talk to whomever about whatever topic they desired. Following this event, Staff transcribed their notes to capture the topics discussed, in generalities, not in great detail. This information was then provided to the Trustees and brought forth as a General Business item at a future meeting. This type of meeting can also include a variety of partners from the community i.e. NLTFPD, Washoe County, etc. so that our community members can visit with lots of agencies at one event. The timing for this type of event takes more effort and would require more planning as we would want to work within other agencies schedules as well as our own. My recollection is that the one I attended was about 3 hours long.

I am formulating this memorandum so that the Board of Trustees can have discussion so that we can give clear and specific direction to the Staff as I want them to be able to have success. At this point in time, it might not be the best time to have either one of these types of meetings as there is a lot going on with Trail of Treats and Terror upcoming and other related events within our community.