

MEMORANDUM

To: MnCCC Members, Vendors, Partners, and Affiliates

From: MnCCC Board and Staff

Date: 20 February 2026

Re: User Group Data Retention

In accordance with Minnesota Open Meeting Law (Mn. Stats. §13D), MnCCC meetings are required to have written documentation of business conducted, votes, actions taken, and appropriation of money. With the emergence of assistive technology and artificial intelligence, more organizations are turning to options that were not previously available. While some may find these tools helpful, MnCCC does not allow the transcription, recording, or AI summarization of any meeting of its User Groups, committees, subcommittees, communities of practice, or other groups. Vendors and others attending meetings shall not be permitted to utilize an AI notetaker to attend either in their place or to supplement their attendance.

Minutes are a way of creating a record of intentions and actions of a group. The minutes are the history of your User Group and are often referenced to find out what was done and what decisions were made and why. Minutes are also used to share what happened at a meeting for those members and interested parties that were not able to attend a meeting. User Groups have an elected Recording Officer who is responsible for taking minutes at all User Group and Advisory/Executive Committee meetings. For committee meetings, the committee chairs should make sure a Recording Officer or volunteer is appointed to take minutes.

We understand this decision may be an inconvenience for some, and while we do appreciate attempts to streamline meeting documentation, MnCCC must remain compliant with all Minnesota Statutes and laws, including data retention and public access to meeting materials. We are happy to provide tips for taking minutes and minutes templates, and we can offer individualized training sessions as needed. Our priority continues to be keeping our members safe and maintaining compliance.

Thank you for understanding this decision as we continue our work serving you!

MnCCC Board & Staff