



# City of Gahanna

## Meeting Minutes

### Records Commission

200 South Hamilton Road  
Gahanna, Ohio 43230

*Rick Duff, Chair*  
*Shane W. Ewald, City Attorney*  
*Thomas R. Kneeland, Mayor*  
*Kimberly Banning, Clerk of Council*  
*Craig Main, Director of Information Technology*  
*Joann Bury, Director of Finance*  
*Laura Dachenbach, Citizen Member*

*Krystal Gonchar, Records Coordinator*

---

Tuesday, January 9, 2018

4:00 PM

City Hall, Committee Room

---

#### ORGANIZATIONAL MEETING

##### A. SWEAR IN MEMBERS

Mayor called the meeting to order at 4:00 p.m.

**Present:** 6 - Laura Dachenbach, Kimberly Banning, Rick Duff, Thomas R. Kneeland,  
Joann Bury and Shane W. Ewald

**Absent:** 1 - Craig Main

-Rick Duff

Mayor Kneeland gave oath of office to Rick Duff.

##### B. ELECTION OF CHAIR

Ewald nominated Duff to serve as Chair, said first time a resident member would serve. Mayor asked Duff if he would do the honors, and Duff provided details about his career experience with records.

**A motion was made by Ewald, seconded by Kneeland, that the Motion be Approved. The motion carried unanimously.**

##### C. APPROVAL OF MINUTES

[2018-0006](#)

Records Commission Meeting Minutes for October 31, 2017

**A motion was made by Kneeland, seconded by Bury, that the Minutes be Approved. The motion carried unanimously.**

##### D. ITEMS FOR APPROVAL

None.

**E. ITEMS FOR DISCUSSION**

None.

**F. OFFICIAL REPORTS**

**-Records Coordinator**

Gonchar reported that 35 people from the City have signed up for the Sunshine Law training for the April session; various employees, members of boards & commissions; still spots available to register on the Attorney General's website; congratulated Duff on being re-appointed to the commission, said he is an assest.

**G. COMMENTS, ITEMS NOT ON AGENDA**

Banning said she echoes Gonchar's comments; welcomes Duff to get involved.

Duff said he is now retired and has time to volunteer.

**H. NEXT MEETING**

Tentatively set for May 22, 2018 at 4:00 p.m. in the Committee Room.

**I. ADJOURNMENT**

Meeting adjourned at 4:16 p.m.