Placement of BACWA Documents on Web Site
October 2008

Types of Documents	Public Web Site	Members Only	Executive Board Only	Groups/ Forums Area
Public Information such as: • Calendar of meetings of Committees and Executive Board • Agenda's • Board InfoPacket • Meeting Minutes • Committee Reports to the Board	X Provides information to members and the public Consistent with Brown Act requirements			
Documents written by BACWA Committees, consultants, or Board/ED Including: • Reports • White Papers • Issues Papers • Letters • Presentations • Position papers • FAQs • Fact Sheets	X Provide member information as well as information for reporters, other associations or utilities, press and other interested parties			
Sensitive Documents which are still in draft form and not yet ready for public review		X		X
Communication between members of a specific committee, (like a list-serve approach) which allows for communication and exchange of ideas among committee members on policies and topics before a position is formulated				X
Documents of interest to BACWA members which were not written by BACWA or are in no way BACWA products. For example: "Building the Wastewater Utility Brand" – paid for by BACWA so the access is limited; WERF or other documents or newsletter which would clutter up the public site. These documents are place here for access and use by BACWA members		X This will also reduce he amount of e-mails to members.		