

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 8:38:09 AM
Last Modified: Wednesday, January 21, 2026 8:39:05 AM
Time Spent: 00:00:56
IP Address: 70.61.148.147

Page 1

Q1

What is your name and jurisdiction?

Kathleen Kennedy, Springfield Township

Q2**Audio recording with manual transcription**

How are council and committee meeting minutes currently created? Select all that apply.

Q3

Which transcription software or AI tools do you currently use?

None.

Q4**Not used directly in minute preparation**

How are transcripts used to create official minutes?

Q5**Diligent**

What platform do you use to manage the council and committee agenda management process? Select all that apply.

Q6**Respondent skipped this question**Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuettt@C4LG.org.

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 8:42:14 AM
Last Modified: Wednesday, January 21, 2026 8:44:37 AM
Time Spent: 00:02:22
IP Address: 69.61.243.170

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Q1

What is your name and jurisdiction?

Scot Lahrmer Amberley Village

Q2

How are council and committee meeting minutes currently created? Select all that apply.

Manual note-taking only,**Audio recording with manual transcription,**

Other (please specify):

Video recording by ESP Media for council meetings.

Committee meetings are only manual note-taking.

Q3

Which transcription software or AI tools do you currently use?

Respondent skipped this question**Q4**

How are transcripts used to create official minutes?

Respondent skipped this question**Q5**

What platform do you use to manage the council and committee agenda management process? Select all that apply.

CivicClerk**Q6**

Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuett@C4LG.org.

Respondent skipped this question

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 8:52:04 AM
Last Modified: Wednesday, January 21, 2026 8:53:52 AM
Time Spent: 00:01:47
IP Address: 66.161.212.226

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Q1

What is your name and jurisdiction?

Jeff Weckbach, Colerain Township

Q2**Audio recording with manual transcription**

How are council and committee meeting minutes currently created? Select all that apply.

Q3

Which transcription software or AI tools do you currently use?

In the past, we have used the "transcript" from Youtube and then used chat gpt to create a summary for the minutes. It did require some decent editing but vastly shortened the time. We also have a back end system in our agenda management software with one-click items to expedite motions/votes/etc.

Q4**Not used directly in minute preparation**

How are transcripts used to create official minutes?

Q5**CivicClerk**

What platform do you use to manage the council and committee agenda management process? Select all that apply.

Q6Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuett@C4LG.org.

I would not recommend CivicClerk's front end system.

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 9:26:30 AM
Last Modified: Wednesday, January 21, 2026 9:28:45 AM
Time Spent: 00:02:15
IP Address: 69.61.192.46

Page 1

Q1

What is your name and jurisdiction?

Misty Clark, City of Loveland

Q2

How are council and committee meeting minutes currently created? Select all that apply.

Manual note-taking only,
Audio recording with manual transcription,
Combination of methods,
AI tool

Q3

Which transcription software or AI tools do you currently use?

YouTube for the meeting transcript; Chat GPT to help summarize comments.

Q4**Used as a reference for summary minutes**

How are transcripts used to create official minutes?

Q5**Diligent**

What platform do you use to manage the council and committee agenda management process? Select all that apply.

Q6Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuettt@C4LG.org.

I would like to request a copy of the final survey results. Thank you.

#5

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 10:10:33 AM
Last Modified: Wednesday, January 21, 2026 10:11:49 AM
Time Spent: 00:01:15
IP Address: 70.60.183.2

Page 1

Q1

What is your name and jurisdiction?

Rusty Herzog, Wyoming

Q2

How are council and committee meeting minutes currently created? Select all that apply.

Manual note-taking only,
Transcription software,
AI tool

Q3

Which transcription software or AI tools do you currently use?

Descript, ChatGPT, CoPilot

Q4

How are transcripts used to create official minutes?

Used verbatim with minimal editing**Q5**

What platform do you use to manage the council and committee agenda management process? Select all that apply.

CivicPlus**Q6**

Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuett@C4LG.org.

Respondent skipped this question

#6

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 10:16:14 AM
Last Modified: Wednesday, January 21, 2026 10:17:29 AM
Time Spent: 00:01:15
IP Address: 69.61.229.154

Page 1

Q1

What is your name and jurisdiction?

Miami Township

Q2

Audio recording with manual transcription

How are council and committee meeting minutes currently created? Select all that apply.

Q3

Respondent skipped this question

Which transcription software or AI tools do you currently use?

Q4

Respondent skipped this question

How are transcripts used to create official minutes?

Q5

Respondent skipped this question

What platform do you use to manage the council and committee agenda management process? Select all that apply.

Q6

Respondent skipped this question

Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuett@C4LG.org.

#7

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 9:36:42 AM
Last Modified: Wednesday, January 21, 2026 10:27:12 AM
Time Spent: 00:50:30
IP Address: 74.219.232.36

Page 1

Q1

What is your name and jurisdiction?

Steve Sievers, Anderson Township

Q2

How are council and committee meeting minutes currently created? Select all that apply.

Manual note-taking only,

Other (please specify):

For some meetings, audio/video recording for note taking

Q3

Which transcription software or AI tools do you currently use?

Respondent skipped this question

Q4

How are transcripts used to create official minutes?

Respondent skipped this question

Q5

What platform do you use to manage the council and committee agenda management process? Select all that apply.

Respondent skipped this question

Q6

Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuett@C4LG.org.

Respondent skipped this question

#8

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 10:41:43 AM
Last Modified: Wednesday, January 21, 2026 10:44:32 AM
Time Spent: 00:02:49
IP Address: 96.11.98.186

Page 1

Q1

What is your name and jurisdiction?

Hamilton Township

Q2

How are council and committee meeting minutes currently created? Select all that apply.

Audio recording with manual transcription,

Other (please specify):

Video

Q3

Which transcription software or AI tools do you currently use?

None

Q4

How are transcripts used to create official minutes?

Used as a reference for summary minutes

Q5

What platform do you use to manage the council and committee agenda management process? Select all that apply.

Other (please specify):

none

Q6

Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuett@C4LG.org.

Respondent skipped this question

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 10:59:41 AM
Last Modified: Wednesday, January 21, 2026 11:00:26 AM
Time Spent: 00:00:44
IP Address: 216.196.183.67

Page 1

Q1

What is your name and jurisdiction?

Joanee Van Pelt - Mariemont

Q2**Audio recording with manual transcription**

How are council and committee meeting minutes currently created? Select all that apply.

Q3**Respondent skipped this question**

Which transcription software or AI tools do you currently use?

Q4**Used as a reference for summary minutes**

How are transcripts used to create official minutes?

Q5**Respondent skipped this question**

What platform do you use to manage the council and committee agenda management process? Select all that apply.

Q6**Respondent skipped this question**

Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuett@C4LG.org.

#10

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 11:16:15 AM
Last Modified: Wednesday, January 21, 2026 11:21:51 AM
Time Spent: 00:05:36
IP Address: 74.215.100.239

Page 1

Q1

What is your name and jurisdiction?

Mel Taylor, Columbia Township

Q2**Manual note-taking only**

How are council and committee meeting minutes currently created? Select all that apply.

Q3**Respondent skipped this question**

Which transcription software or AI tools do you currently use?

Q4**Not used directly in minute preparation**

How are transcripts used to create official minutes?

Q5

What platform do you use to manage the council and committee agenda management process? Select all that apply.

Other (please specify):

We have only four board members & it is still manageable to create/distribute packets in pdf. I'm aware that OKI Regional Council of Governments uses a board docs software that they are happy with.

Q6Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuettt@C4LG.org.

Deer-Park Silverton Fire District uses Otter for recording minutes.

#11

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 11:19:00 AM
Last Modified: Wednesday, January 21, 2026 11:21:59 AM
Time Spent: 00:02:59
IP Address: 69.61.162.234

Page 1

Q1 Respondent skipped this question

What is your name and jurisdiction?

Q2 Manual note-taking only,
 Audio recording with manual transcription

How are council and committee meeting minutes currently created? Select all that apply.

Q3 Respondent skipped this question

Which transcription software or AI tools do you currently use?

Q4 Not used directly in minute preparation

How are transcripts used to create official minutes?

Q5 Respondent skipped this question

What platform do you use to manage the council and committee agenda management process? Select all that apply.

Q6 Respondent skipped this question

Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuett@C4LG.org.

#12

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 11:31:44 AM
Last Modified: Wednesday, January 21, 2026 11:32:19 AM
Time Spent: 00:00:34
IP Address: 66.42.226.2

Page 1

Q1

What is your name and jurisdiction?

Village of Saint Bernard

Q2

Audio recording with manual transcription

How are council and committee meeting minutes currently created? Select all that apply.

Q3

Respondent skipped this question

Which transcription software or AI tools do you currently use?

Q4

Respondent skipped this question

How are transcripts used to create official minutes?

Q5

Respondent skipped this question

What platform do you use to manage the council and committee agenda management process? Select all that apply.

Q6

Respondent skipped this question

Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuett@C4LG.org.

#13

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, January 21, 2026 12:54:49 PM
Last Modified: Wednesday, January 21, 2026 12:55:45 PM
Time Spent: 00:00:56
IP Address: 216.68.204.86

Page 1

Q1

What is your name and jurisdiction?

Jennifer Kaminer - Village of Fairfax

Q2

Audio recording with manual transcription

How are council and committee meeting minutes currently created? Select all that apply.

Q3

Respondent skipped this question

Which transcription software or AI tools do you currently use?

Q4

Used verbatim with minimal editing

How are transcripts used to create official minutes?

Q5

Other (please specify):

What platform do you use to manage the council and committee agenda management process? Select all that apply.

None

Q6

Respondent skipped this question

Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuett@C4LG.org.

#14

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, January 22, 2026 7:46:51 AM
Last Modified: Thursday, January 22, 2026 7:48:59 AM
Time Spent: 00:02:08
IP Address: 66.161.221.162

Page 1

Q1

What is your name and jurisdiction?

City of Mason

Q2

How are council and committee meeting minutes currently created? Select all that apply.

Manual note-taking only,
Audio recording with manual transcription,
Combination of methods

Q3

Which transcription software or AI tools do you currently use?

None

Q4

How are transcripts used to create official minutes?

Used as a reference for summary minutes

Q5

What platform do you use to manage the council and committee agenda management process? Select all that apply.

Other (please specify):
Not clear on the question. We post agenda to website. Agenda is created in Word. Also agenda is sent out to residents who sign up on website to receive.

Q6

Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuett@C4LG.org.

Respondent skipped this question

#15

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, January 22, 2026 12:25:21 PM
Last Modified: Thursday, January 22, 2026 12:29:09 PM
Time Spent: 00:03:47
IP Address: 206.223.126.98

Page 1

Q1

What is your name and jurisdiction?

Shelby Spurlock, Miamisburg

Q2

How are council and committee meeting minutes currently created? Select all that apply.

Manual note-taking only

Q3

Which transcription software or AI tools do you currently use?

ChatGPT

Q4

Not used directly in minute preparation

How are transcripts used to create official minutes?

Q5

Respondent skipped this question

What platform do you use to manage the council and committee agenda management process? Select all that apply.

Q6

Respondent skipped this question

Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuettt@C4LG.org.

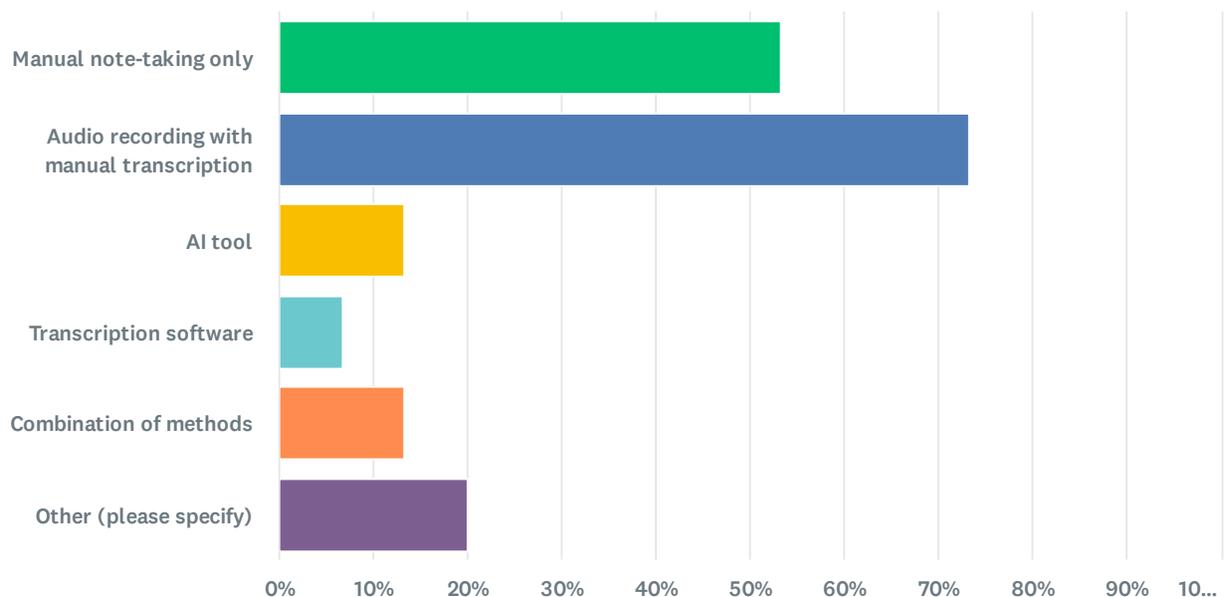
Q1 What is your name and jurisdiction?

Answered: 14 Skipped: 1

| # | RESPONSES | DATE |
|----|--|--------------------|
| 1 | Shelby Spurlock, Miamisburg | 1/22/2026 12:29 PM |
| 2 | City of Mason | 1/22/2026 7:49 AM |
| 3 | Jennifer Kaminer - Village of Fairfax | 1/21/2026 12:56 PM |
| 4 | Village of Saint Bernard | 1/21/2026 11:32 AM |
| 5 | Mel Taylor, Columbia Township | 1/21/2026 11:22 AM |
| 6 | Joanee Van Pelt - Mariemont | 1/21/2026 11:00 AM |
| 7 | Hamilton Township | 1/21/2026 10:45 AM |
| 8 | Steve Sievers, Anderson Township | 1/21/2026 10:27 AM |
| 9 | Miami Township | 1/21/2026 10:17 AM |
| 10 | Rusty Herzog, Wyoming | 1/21/2026 10:12 AM |
| 11 | Misty Clark, City of Loveland | 1/21/2026 9:29 AM |
| 12 | Jeff Weckbach, Colerain Township | 1/21/2026 8:54 AM |
| 13 | Scot Lahrmer Amberley Village | 1/21/2026 8:45 AM |
| 14 | Kathleen Kennedy, Springfield Township | 1/21/2026 8:39 AM |

Q2 How are council and committee meeting minutes currently created? Select all that apply.

Answered: 15 Skipped: 0



| Answer Choices ↓ | Percentage ↓ | Responses ↓ | |
|---|--------------|-------------|-----|
| ● Manual note-taking only | 53.33% | 8 | ... |
| ● Audio recording with manual transcription | 73.33% | 11 | ... |
| ● AI tool | 13.33% | 2 | ... |
| ● Transcription software | 6.67% | 1 | ... |
| ● Combination of methods | 13.33% | 2 | ... |
| ● Other (please specify) Show responses | 20.00% | 3 | ... |
| Total | | 15 | |

| # | OTHER (PLEASE SPECIFY) | DATE |
|---|--|--------------------|
| 1 | Video | 1/21/2026 10:45 AM |
| 2 | For some meetings, audio/video recording for note taking | 1/21/2026 10:27 AM |
| 3 | Video recording by ESP Media for council meetings. Committee meetings are only manual note-taking. | 1/21/2026 8:45 AM |

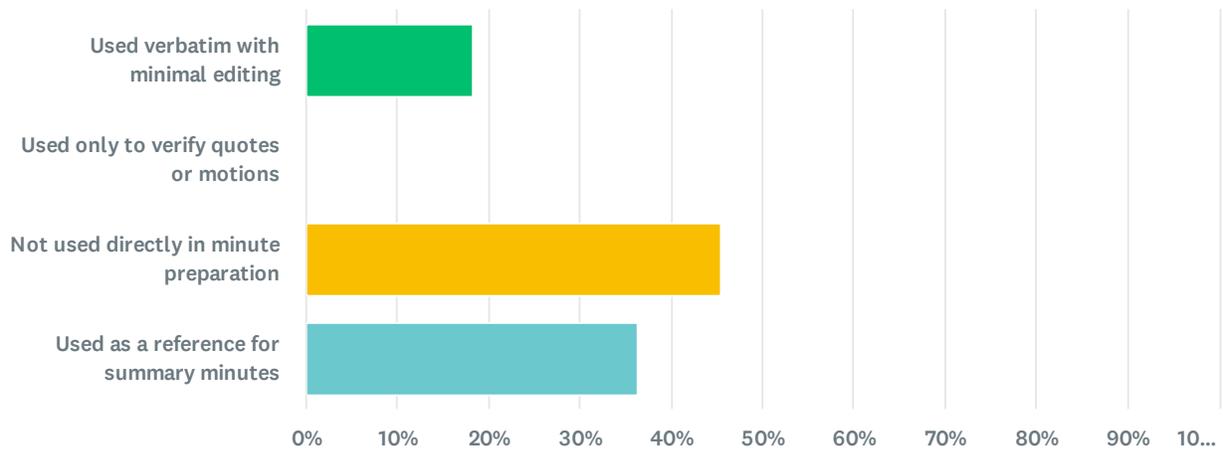
Q3 Which transcription software or AI tools do you currently use?

Answered: 7 Skipped: 8

| # | RESPONSES | DATE |
|---|--|--------------------|
| 1 | ChatGPT | 1/22/2026 12:29 PM |
| 2 | None | 1/22/2026 7:49 AM |
| 3 | None | 1/21/2026 10:45 AM |
| 4 | Descript, ChatGPT, CoPilot | 1/21/2026 10:12 AM |
| 5 | YouTube for the meeting transcript; Chat GPT to help summarize comments. | 1/21/2026 9:29 AM |
| 6 | In the past, we have used the "transcript" from Youtube and then used chat gpt to create a summary for the minutes. It did require some decent editing but vastly shortened the time. We also have a back end system in our agenda management software with one-click items to expedite motions/votes/etc. | 1/21/2026 8:54 AM |
| 7 | None. | 1/21/2026 8:39 AM |

Q4 How are transcripts used to create official minutes?

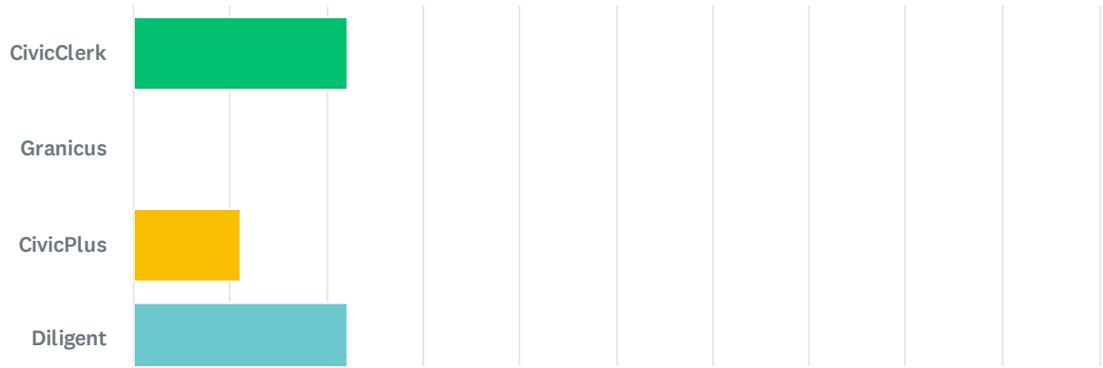
Answered: 11 Skipped: 4



| Answer Choices ↓ | Percentage ↓ | Responses ↓ | |
|---|--------------|-------------|-----|
| ● Used verbatim with minimal editing | 18.18% | 2 | ... |
| ● Used only to verify quotes or motions | 0% | 0 | ... |
| ● Not used directly in minute preparation | 45.45% | 5 | ... |
| ● Used as a reference for summary minutes | 36.36% | 4 | ... |
| Total | | 11 | |

Q5 What platform do you use to manage the council and committee agenda management process? Select all that apply.

Answered: 9 Skipped: 6



^ Collapse

| Answer Choices ↓ | Percentage ↓ | Responses ↓ | |
|--|--------------|-------------|-----|
| ● CivicClerk | 22.22% | 2 | ... |
| ● Granicus | 0% | 0 | ... |
| ● CivicPlus | 11.11% | 1 | ... |
| ● Diligent | 22.22% | 2 | ... |
| ● Tyler Technologies | 0% | 0 | ... |
| ● Hyland | 0% | 0 | ... |
| ● Laserfiche | 0% | 0 | ... |
| ● Other (please specify) Show responses | 44.44% | 4 | ... |
| Total | | 9 | |

| # | OTHER (PLEASE SPECIFY) | DATE |
|---|---|--------------------|
| 1 | Not clear on the question. We post agenda to website. Agenda is created in Word. Also agenda is sent out to residents who sign up on website to receive. | 1/22/2026 7:49 AM |
| 2 | None | 1/21/2026 12:56 PM |
| 3 | We have only four board members & it is still manageable to create/distribute packets in pdf. I'm aware that OKI Regional Council of Governments uses a board docs software that they are happy with. | 1/21/2026 11:22 AM |
| 4 | none | 1/21/2026 10:45 AM |

Q6 Please share any relevant policies or procedures with jchaney@indianhill.gov and ZHuett@C4LG.org.

Answered: 3 Skipped: 12

| # | RESPONSES | DATE |
|---|--|--------------------|
| 1 | Deer-Park Silverton Fire District uses Otter for recording minutes. | 1/21/2026 11:22 AM |
| 2 | I would like to request a copy of the final survey results. Thank you. | 1/21/2026 9:29 AM |
| 3 | I would not recommend CivicClerk's front end system. | 1/21/2026 8:54 AM |