

Board of Directors Meeting

Sept. 27, 2020

11 a.m. Eastern

10 a.m. Central

9 a.m. Mountain

8 a.m. Pacific

Please make sure you have the Zoom app loaded on your device. Some features may not be available, if you haven't done that.

You can login 30 minutes before the start of the meeting. Use the link that was sent in the email. It is also available in the Member's area of the website under the news tab. This will help us to make sure you have audio and video access. **Chrome operating system and Chromebooks are not compatible with Zoom.**

Use the toolbar at the bottom to open the PARTICIPANT'S window and the chat window by using the tool bar at the bottom of the screen. Rename yourself if it doesn't show your first and last name. You can also type your club name. **Rename Directions - Hover over your name in the Participant's window. Click on More v. Click on Rename.**

Keep this information handy. Zoom moderators are Vietta Kampen and Star Pfiffner.

Vietta Kampen 608-697-6510 uswca.meetingscheduler@gmail.com

Star Pfiffner 847-721-2750 mspfiffner@aol.com

When the meeting is called to order, everybody will be muted. Hold down your space bar to speak. When you let go, you will automatically be muted again. Depending on bandwidth, video may also need to be turned off except for the person who is giving a report. **Please do not use a background during this meeting.**

During the roll call say your name, if you are a committee chair - which committee and/or a representative of a club - which one, and if you hold any proxies - whose. If you are a non-voting member, please note that also.

The RAISE HAND function that is located at the bottom of the PARTICIPANT'S window will be used once the meeting has started. When the chair has finished her report or made a motion, there will be a time to ask questions or for discussion. **Please use the RAISE HAND function and wait to be called on.** We will lower all hands, so you should raise your hand again if you still need to discuss something. This will continue until everybody has been called on.

Open the CHAT window. Located at the bottom there is a place to send a message. **You will only be able to privately chat during the BOD meeting.** If you are having any technical issues, send your messages directly to Star or Vietta.

When a motion is made, it will be displayed on the screen. Non-voting members will see the polls. Please do not vote. The total number of responses should not exceed the number of voting members + proxies. If it does, the poll will be relaunched.

Please be patient. There have been a lot of smaller meetings, but this will be the first meeting that will have over ninety members in attendance.

If you didn't register to attend the meeting, you can still participate. This meeting has the capability to have over one hundred people.

If you are using headphones or wireless earbuds, be sure you have a second pair in case you have issues during the meeting.

If you are having connection issues, be sure you are close to your router, that your speaker is on and turned up, and your sound is turned up. If problems persist, call in using a phone. Numbers are listed on the BOD invitation.

Vietta Kampen
Meeting Coordinator