

Conducting Committee/Board Meetings with Zoom During Quarantine

This document is a work in progress our administration will continue to modify it as we learn more about conducting Zoom Meetings. Please continue to access this document via the link we provided to you so that you will see any updates.

The Town of Boxford is using the Zoom Cloud Meeting Application to hold all Board/Committee meetings remotely during this COVID19 Quarantine.

Please contact Susan Inman, Assistant Town Administrator, at sinman@boxfordma.gov or via cell at 617-359-9201 to set up a Remote Zoom Meeting for your committee during quarantine.

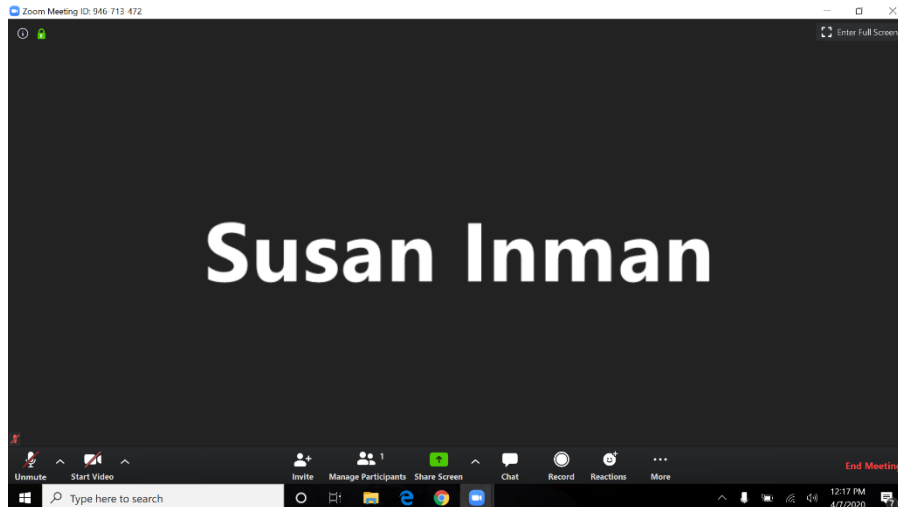
Prior to attempting to connect to a meeting using Zoom, please download the free Zoom Cloud Meeting software available online.

1. Once your remote meeting has been set up in Zoom, you will receive an email with an invitation to the Remote Zoom meeting. Also, please note the Agenda posted online should include the Remote Zoom Meeting ID number and login information to enable public attendance.
2. In the emailed invitation, there will be a link to the video “meeting room”. Click this link at the time of the meeting. If you would prefer to call in, without any video, use one of the “dial in” numbers located toward the end of the emailed meeting invitation.
3. When you click the link for video conferencing, you will be prompted to “allow” the application to open from your web browser. If you already downloaded the Zoom Cloud Meeting software, the application will open. If you have not loaded the software, you may be prompted to download the Zoom software, please follow the prompts.
4. When the application opens and starts to connect to the meeting, you will be prompted to connect your audio via telephone or computer audio. Pick the one you are most comfortable with--using the computer audio is one less step and can be easier.

If you are hearing challenged, you may consider choosing the audio by phone and calling the number provided on your screen. Some of our meeting participants have found that they hear better when connected via telephone for audio – they also sometimes use a headset.

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5. When the meeting opens you will see the other members of the meeting. Feel free to explore the application, there are a few tools you can use.
 - a. If you are having any issues with video or audio, check in the bottom left hand corner. In this frame both my audio and video are turned off.



6. See page 3 of these instructions for a CALL TO ORDER that can be used by your chair when you begin your group's meeting.
7. During the meeting, we have found it to be best if participants click the "mute" in the lower left corner and stay muted until directed by the meeting leader. Ambient noise, pets, outside noise, people talking over each other with the few second delays can contribute to chaotic video conferences and since many of these meetings will be "Live" for the public, we recommend that everyone click the mute button after introductions of the meeting.
8. In addition, we recommend that the host always disable the chat feature, otherwise if taped the chats show up in the recorded version and can be a violation of open meeting law.
9. If you will be presenting materials during the meeting, please let Susan Inman know in advance so we can do a one-on-one test run prior to the full meeting. You can easily share your screen using Zoom.

Remote Call to Order

I call this meeting to order and inform all that this meeting is being video and audio recorded and that in accordance with the Governor's emergency orders of March 12th and 15th 2020, this public meeting and/or hearing will be conducted via remote participation. No in-person attendance by members of the public will be permitted, HOWEVER, the public is able to:

Listen to and/or view this meeting via BCATv on FIOS channel #39 or Comcast Channel #22 or through the BCATv website;

OR

Participate in the meeting virtually through the remote participation link provided on this meeting's agenda as posted on the Town's website calendar. The remote participation link provides detailed instructions and meeting specific ID code numbers required for virtual attendance.

In addition, all members please be aware that all votes must be roll call votes.

Tips on Recording Zoom

- As BCATV tapes the meetings, the speaker is in a square on the screen, the presentation takes up the larger portion of the screen. Please know that if you cause background noise that is louder than the speaker, you popup on the video and the speaker goes away. So please mute your mic when you are not speaking to the meeting. You may not notice this, but the taped version/TV version reveals your blunder.
- If you want to speak, raise your hand. The Chair should watch for this in managing the meeting, the host can remind the Chair.

How to raise your hand - If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the 'Participants' icon.

A window listing other participants will appear, there is also a 'Raise Hand' icon, click the icon to make it known to the Host that you would like to raise your hand.

The Host does not have the option to raise a hand.