GUIDELINES FOR VIRTUAL ANNUAL MEETING FOR MONROE CONGREGATIONAL CHURCH

JANUARY 23, 2022 11:15 AM
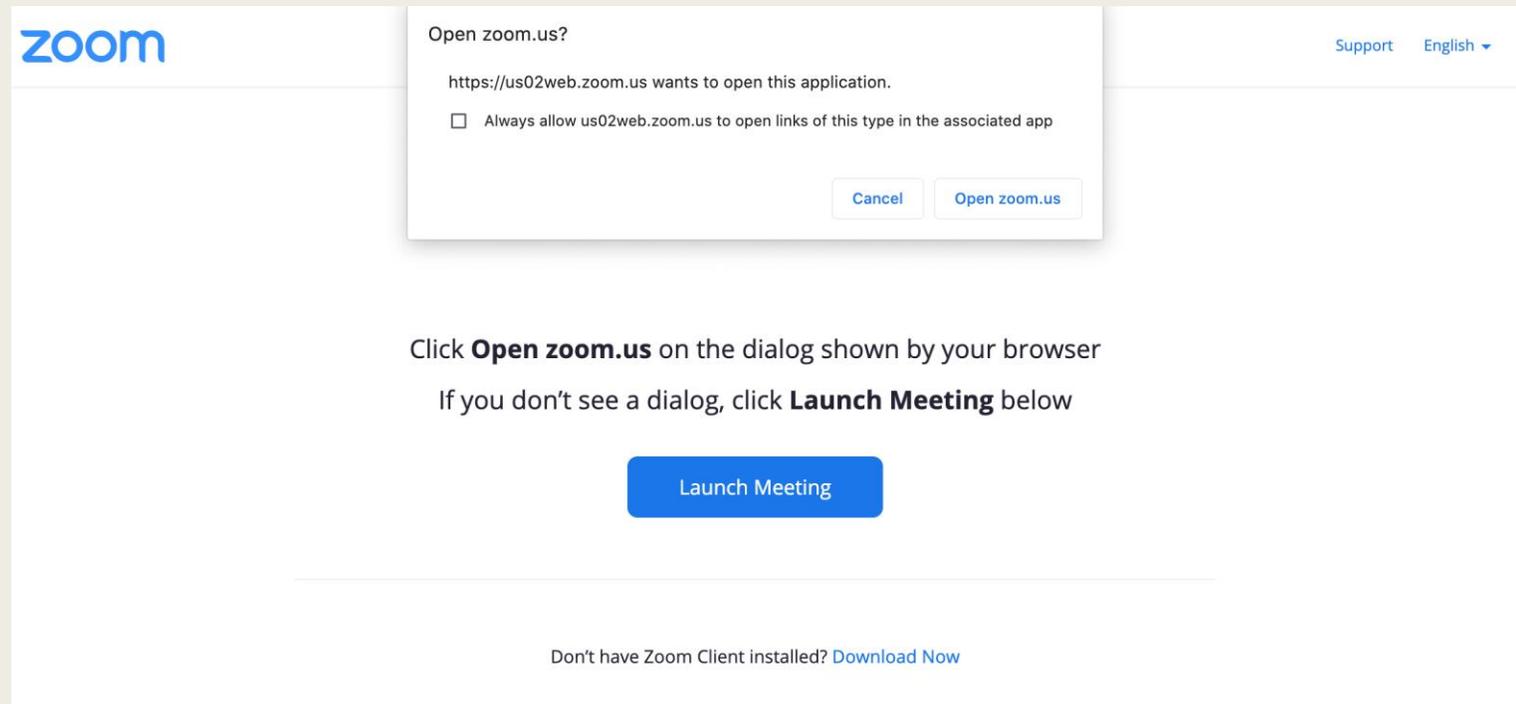
HTTPS://US02WEB.ZOOM.US/J/83183604562?PWD=L2DSUVPEQ3DYUNNBEUJZUHRKMNBXQT09

MCC's 2022 Annual Meeting will be hybrid: online via Zoom, and in-person with precautions due to continued safety concerns. The following will provide guidelines and tips to have a productive meeting

- The meeting link is in the bulletin and weekly e-mail. You may also find it here: HTTPS://US02WEB.ZOOM.US/J/83183604562?PWD=L2DSUVPEQ3DYUNNBEUJZUHRKMNBXQT09

- Once you click on the link, you may see the following message: Open zoom.us?" Select "Open" or "Yes"

- If you don't see it, select "Launch Meeting"

- What if you don't see either of these options? How do you join the meeting? <u>Don't worry – just go to the next page of the notes.</u>

Alternate Option to Join the Meeting from the Website

- The meeting link is in the bulletin and weekly e-mail. You may also find it here:
HTTPS://US02WEB.ZOOM.US/J/83183604562?PWD=L2DSUVPEQ3DYUNNBEUJZUHRKMNBXQT09

- If you weren't able to log in by simply clicking on the meeting link, go to www.zoom.com in your web browser (or zoom.us).

- It will take you to the Zoom main page. Then select "Join a Meeting".

- Every meeting has a "meeting number". Enter the meeting number "837 8360 4562" on the next screen and select the "Join" button. If it asks you for a password, type "Rexford"
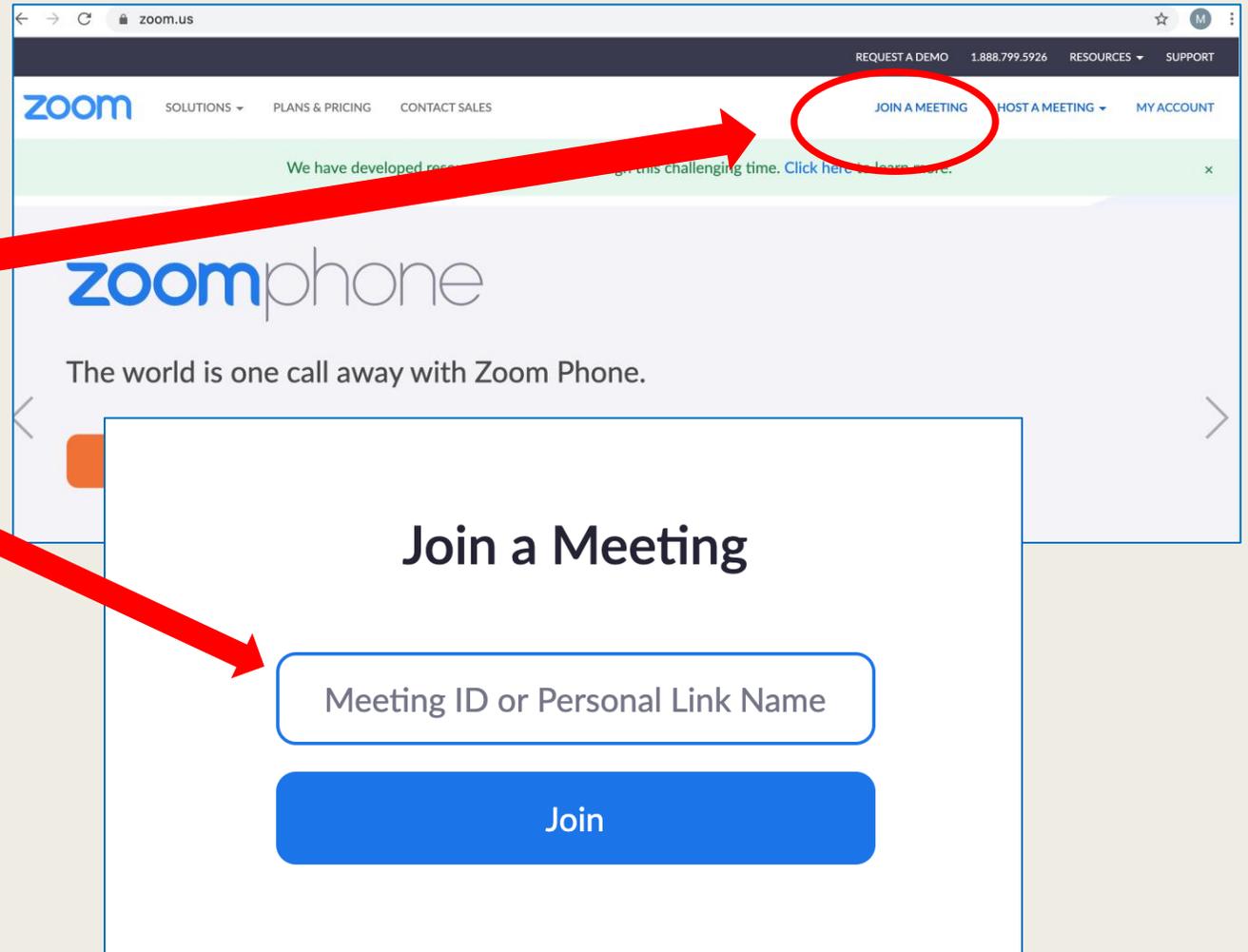
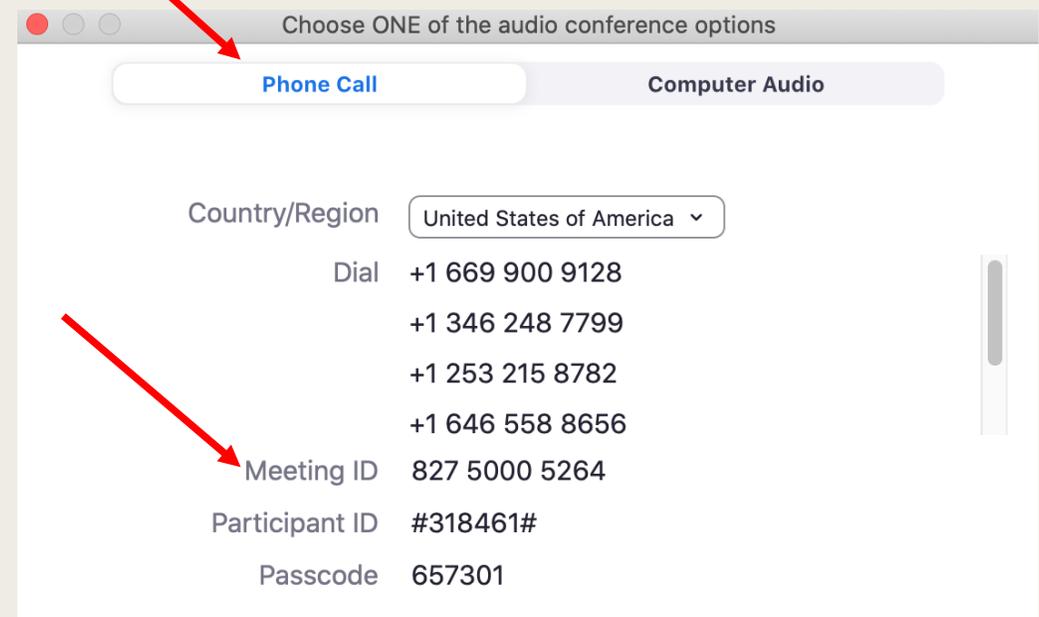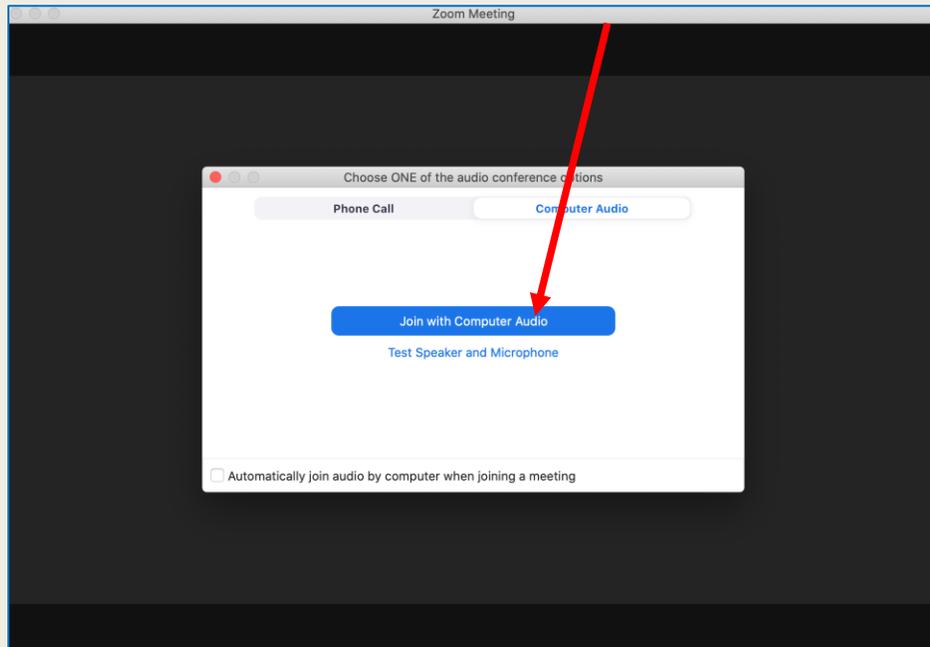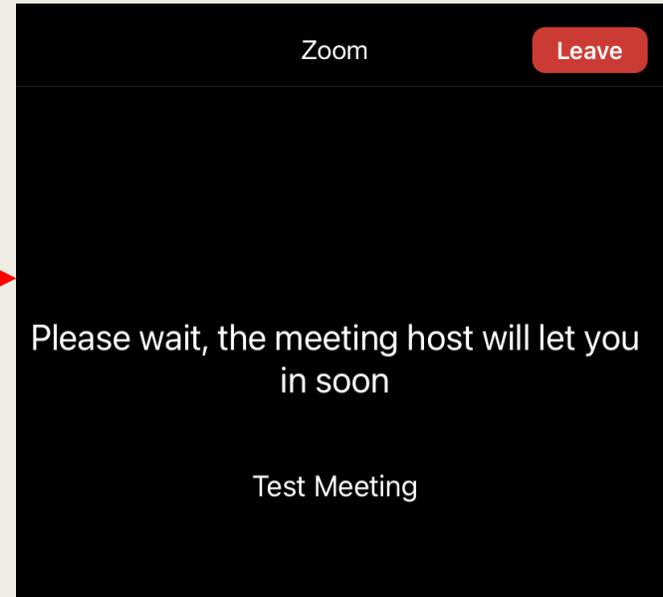# Selecting your Audio

- **Once you join the meeting, you will be admitted** by an administrator. This may take a few moments, please be patient.

- **It will ask if you wish to "Join with Computer Audio". Select this option**, unless you plan to dial in the call by phone. If you choose to use your phone for audio, select the "Phone Call" option. It will give you the number to dial. It will ask you for the meeting ID and participant ID as well, which you will see is listed.

Please wait, the meeting host will let you in soon

Test Meeting

Choose ONE of the audio conference options

Phone Call	Computer Audio

Country/Region   United States of America

Dial   +1 669 900 9128
        +1 346 248 7799
        +1 253 215 8782
        +1 646 558 8656

Meeting ID   827 5000 5264

Participant ID   #318461#

Passcode   657301

Selecting your Audio

- **Once** you log in, if you aren't getting audio, **turn up the volume** on your computer.

- If that doesn't work, click on the little carrot next to the mute button at the bottom of the window and select **"test speaker and microphone"**
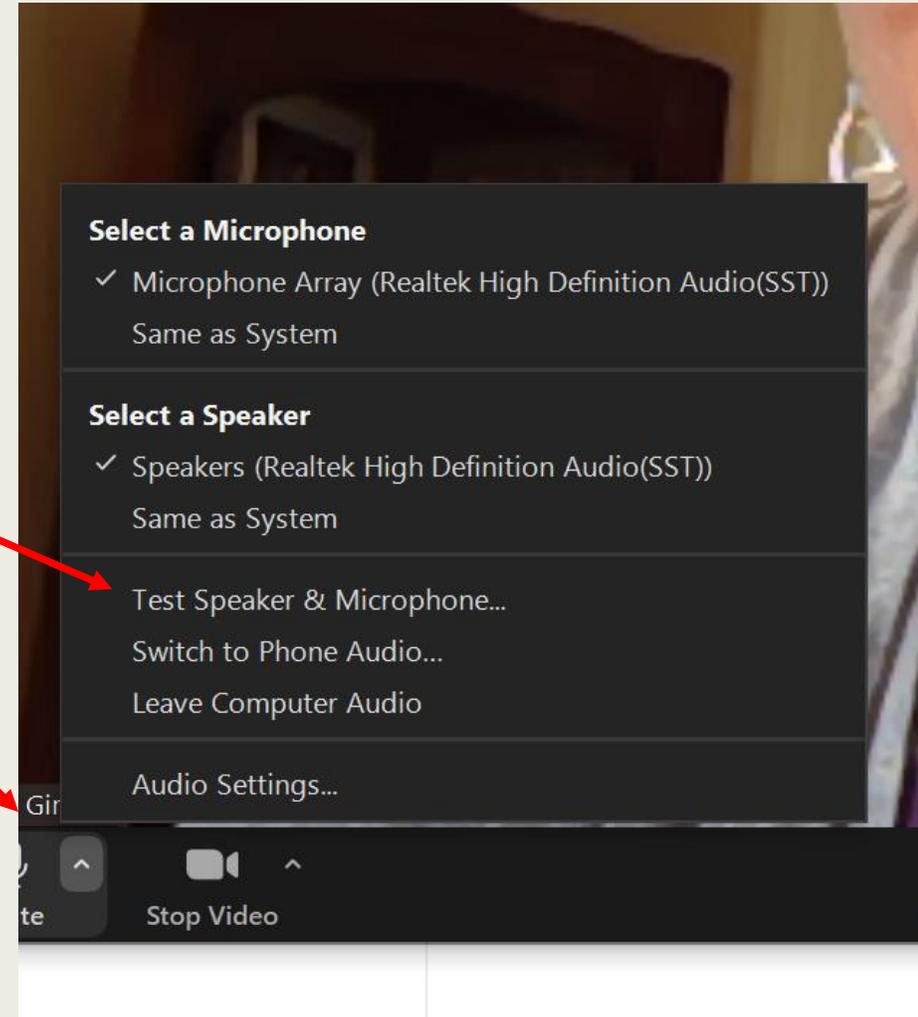
Your Participant Name

***Important Note:** When you are joining the call, you will be admitted by an administrator. The name they see typically matches the name of the device you are joining from (unless you are logged into Zoom and have a profile name).

For example, when I join a call on my computer, it shows me as "Melissa Coleman" in the participant list. When I join by phone, it shows "Mel's Phone". The administrator may not know who "Mel's Phone" is.

Check your device name to ensure the administrator will know it is YOU trying to enter the meeting. You can typically see the name of the computer on the top of the screen. Or go to the "Settings" on your device and select "device information".
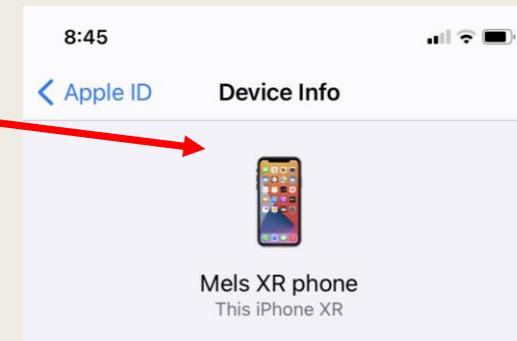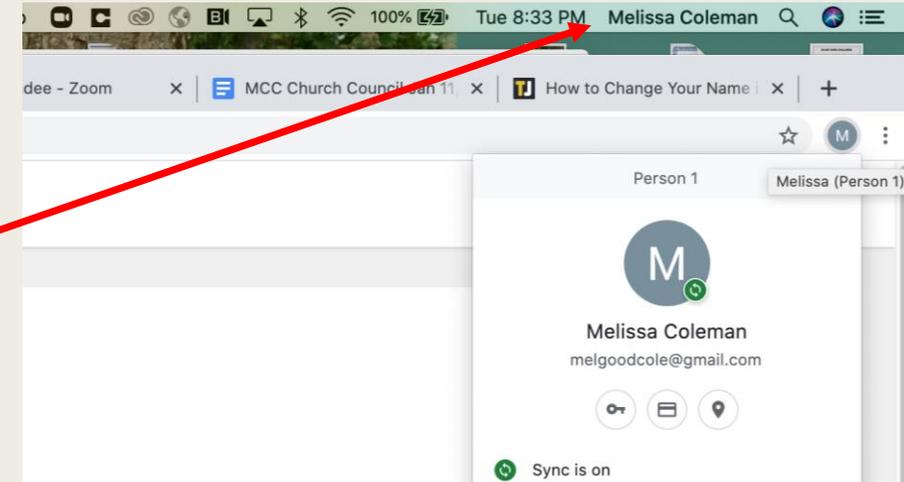
Once you are in the meeting...

First, make sure of the three most important technical items:

1. **Check if you are in Speaker View or Gallery View**. This will determine if you are seeing everyone or just a few people. It is on the top right corner. Click it to change between views. For Speaker View, you will see any slides being presented and only the person speaking. Gallery view will show you multiple people.

2. **Make sure you are on mute!** The meeting won't work if people are talking over each other. You can find the mute button on the bottom – it looks like a microphone. When there is a red line through the microphone, you are on mute and people will not hear you. If you don't see that red line, people can hear what you are saying.

3. **Find the Chat box.** This is important because we are going to be using it to vote, make motions and second motions and request to speak (more info on how on the next page). To open the chat, click on the message bubble.
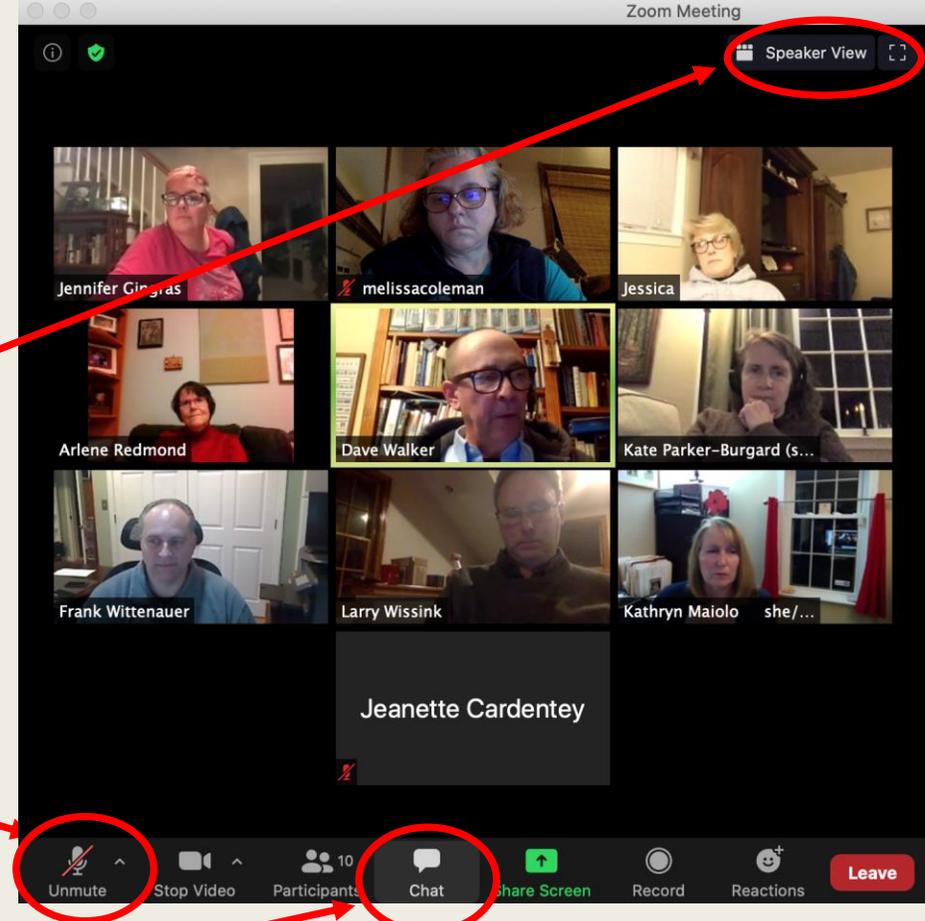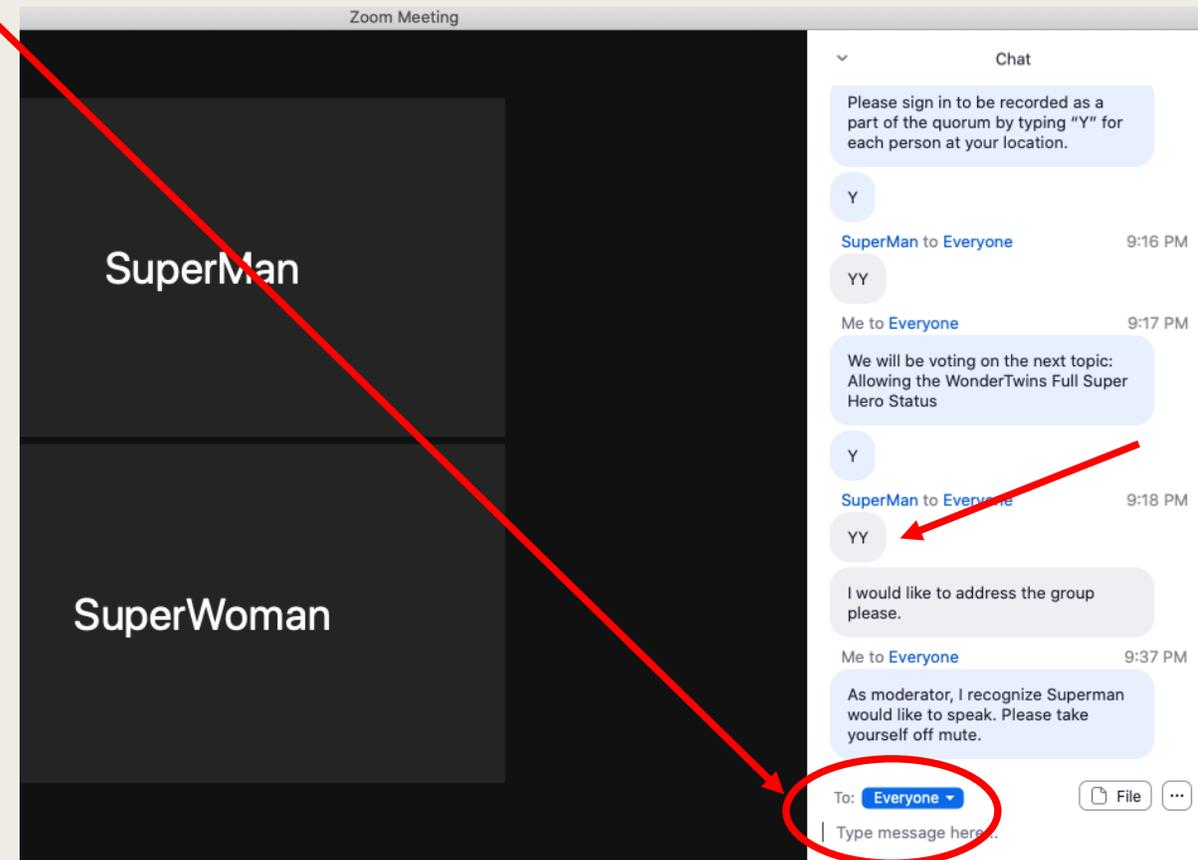
Using the Chat Function |

Once you have selected the Chat button, it should pop up along side the meeting window. At the bottom of the Chat bar, you will see "To:" and a bar to type in your message. Make sure it says "Everyone" next to the "To", otherwise the information you enter will not be seen by everyone and will not be a part of the meeting record. We will be using the "Chat" box for four things:

1. <u>To register each person as a participant.</u> You will be asked to enter your name as a member in attendance. If more than one voting member is attending the meeting from the same computer or device, enter those as well. For example, "Mickey, Mighty and Minnie Mouse" Once a quorum (45) is reached, the meeting will begin.

2. <u>To vote on the issues</u>. The moderator will indicate in the chat the topic being voted on. For example, "Book of Reports". Those voting "Yes" will be asked to type a Y. If more than one voting member is attending the meeting from the same computer or device, enter that number of "Ys". After the Ys are counted, Nos (N) and Abstentions (A) will be called and counter. The moderator will indicate that the voting for that topic is over. Each vote will be counted. We will save the chat as a record.

Because we will be using the chat as an official record of the meeting, please refrain from using for anything other than the four items listed here.

Using the Chat Function

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3. <u>To make motions and seconding motions</u>. When the moderator invites any of these actions, the first name to appear after each invitation in the chat box will be the one whose motion and second are recorded.

4. <u>To let the moderator know you wish to speak.</u> If this is the case, please indicate that you wish to speak about a topic in the chat box.

Because we will be using the chat as an official record of the meeting, please refrain from using for anything other than the four items listed here.
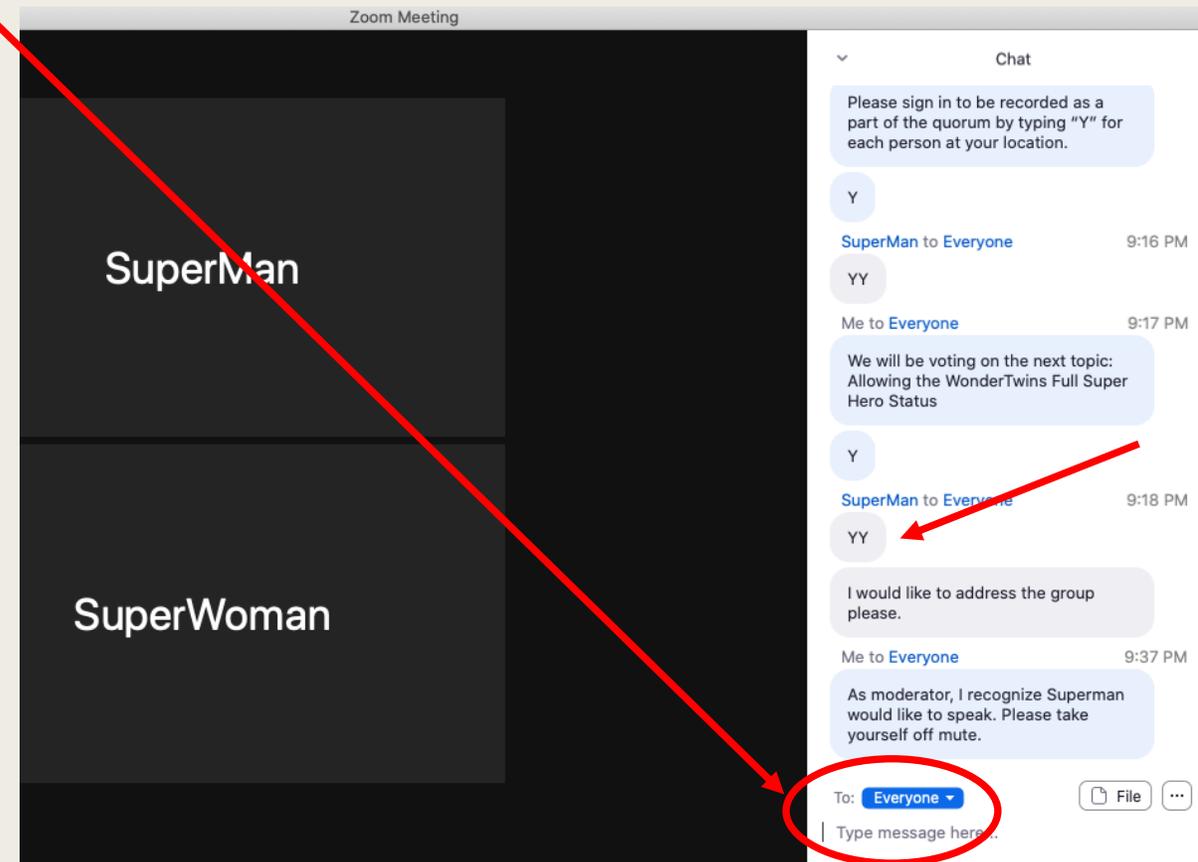
Where to Find Additional Information

- The agenda of the meeting will include Receiving of Reports; Electing Officers, Board Members and Delegates; Adopting the 2022 Budget and any additional business that must come before the Congregation.

- All of the information that is required for the meeting will be located at www.mcc-ucc.org. This will include the Zoom Meeting Link, the Annual Report and the Budget.

- For more information reach out to Arlene Redmond arleneredmond@gmail.com (Moderator), Scott Young scottkyoung@gmail.com (Web Steward) or Kate Parker-Burgard parkerk@stlukesct.org (Web Host)