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Guidelines for Hosting Virtual Meetings

July 18, 2020

SCCQG

Guidelines for Hosting Virtual Guild Meetings

What?

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Virtual Meeting Ideas

- Board meetings
 - Ability to screen share, in-meeting chats, hand raising, reactions, and polling during meeting.
 - Meetings can be recorded to help the secretary take accurate minutes
- Guild meetings
 - Hold guild elections and vote (polling)
 - Host a speaker
 - Feature a member
 - Show and tell
 - Demonstrations by guild members
- Committee meetings
- Workshops
- Retreats – yes, really!
- Sew-ins
- Let's Get Together Just Because Occasions
- It's all about staying connected in a social distancing world

Programs with Teachers

- Many teachers are quickly jumping into virtual programs
- Book teachers from anywhere in the U.S. to add vitality to your program schedule.
- What about someone from another country?
- What about uncovering a mixture of speakers that are teaching new patterns or techniques not found locally?

Contracts in this New Environment

- No travel or housing costs
- With no travel involved, you have flexibility in scheduling the lecture and workshop
- Consider breaking up the workshop into segments on different days to allow members time for sewing the project before receiving more instruction
- Fees. Don't expect lower fees. Teacher intellectual content is not diminished by the fact that they are presenting virtually instead of in person. In fact, they put extra work into their virtual programs.
- Teacher contracts may have new clauses regarding no recording, assistance required, and more

Questions? Discussion?

Resources to Help You

- Many teachers have already updated their SCCQG/Affiliate-Teacher webpage to indicate they have virtual programs
- A list of teachers offering virtual lectures/workshops is on the NCQC website: www.ncqc.net
- Not sure where to start? Check these resources for virtual teachers: **Mancuso:** www.quiltfest.com; **Road to California:** www.road2ca.com; **Quilt Con:** www.quiltcon.com; **Quilters Calendar:** www.quilters-calendar.com/teachers/; **Quilters Resource:** <https://quiltersresources.com/Services/Quilt-Teachers/In/United-States>; **Modern Quilt Guild:** <https://community.themodernquiltguild.com/contentteacher-instructor-lecturer-directory>
- Sue Bleiweiss and Lyric Kinard are hosting a Global Quilt Connection: A Virtual Meet the Teachers Event on 8/5 (with a second one planned for September) which includes a global line up of quilt teachers who are offering live, virtual online workshops and lecture programs: <http://suebleiweiss.com/globalquiltconnection.html> It is free for guilds to register and attend. There are some amazing teachers in the line-up!!

Questions? Discussion?

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How?

Pam Overton

The Tool of Choice Seems to be Zoom

- Free account - Basic
 - Upside – It's free for up to 100 participants
 - Great for friendship groups and friends
 - Downside – you don't have access to their new security and encryption tools
 - Downside – Cuts off meeting for 3 or more at 40 minutes
- Paid account – Pro, Business, Enterprise
 - Pro account – allows up to 100 participants; for larger groups you can upgrade to more participants
 - Access to new security and encryption tools
 - \$14.99/month per host/user; or \$149.90 annually (currently on sale for \$119 annually).
 - Unlimited number of meetings
 - 24-hour meetings
 - Can assign co-hosts

To Get Started

Two documents were attached to your meeting invitation – Both documents offer some basic, get-started advice

- Etiquette for Zoom Hosts
 - Share with your Virtual Team
 - It's up to you as Host to set the ground rules
- Etiquette for Zoom Participants
 - Share with your guild members

Some guidelines from the Wall Street Journal (7/13/20), Six Rules of Zoom Etiquette (for business meetings but most apply for all meetings)

- Close the office/sewing room door – interruptions and background noise are disruptive
- Don't be late – if you are late, come in muted
- Turn on the camera – you don't want to be a “lurker”
- Don't eat on a video call
- Don't pace (but you could do some hand sewing who would know?)
- Get good at interruptions – they're inevitable!

Establish a Virtual Committee/Team within Your Guild

One person doesn't have to do it all!

Your team will make it all happen

- Just like an in-person guild meeting, a virtual meeting takes multiple people to make it happen smoothly
- Your Virtual Team will help you plan, rehearse, and host a meeting
- The Virtual Team will handle the technical logistics of the meeting and leave the President and chairs to do their regular job
- Identify multiple Co-hosts to help. They can assist the speaker as needed by muting people, admitting from the waiting room, answering chats, monitoring raised hands, conducting polls, and more
- Technical helpers can, via text or a phone call, help your members get into zoom and point out where the tools are

For example, today we have Virtual Team members in the following roles:

- Host
- Co-Hosts that are monitoring:
 - ✓ Chats
 - ✓ Raised hands
 - ✓ Adding resource links to the chats for you to copy
 - ✓ Backup hosts in case the host's internet connection is wonky or lost
 - ✓ Sharing screens/files
 - ✓ Polling
- Technology helper available via text to help with “where's this?” questions during the meeting

Security and Meeting Management

To enhance security when setting up a meeting

- Require a password or have your participants register
- Send all participants to a waiting room
- Do not post your meeting link on your website

During the meeting

- Mute and unmute as needed
- Handle guild voting (elections, motions, etc.) via the polling function
- Allow your participants to ask questions and comment through:
 - Chat
 - Raised hands
 - Reactions like thumbs up, or raised hand

After the meeting

- Participants can download the chat discussion

You can do this!

- Plunge in and schedule a meeting – maybe start with your Board meeting
- We suggest you plan the structure of your guild meeting and rehearse
- Open your meeting early to allow for:
 - Time to help new Zoom participants
 - Members to visit; they haven't seen each other since March!
 - Members who have moved or are on vacation can join the meeting from wherever they are!
- Record your meetings (with notice to your members) to help facilitate note taking for minutes
 - Note that most teachers will NOT allow recording of their presentation so just turn off recording when your speaker begins. It's up to the host to monitor this.
- Tap into the guilds that have already taken the plunge.

Questions/Discussion?

Resources

- A number of guilds have already plunged into virtual meetings – Beach Cities, Flying Geese, South Bay Quilters, Westside, Santa Monica, Coastal Quilters of Santa Barbara and Goleta, Gold Coast Quilters launching this week
 - Are there other guilds meeting virtually?
 - Ask for an invite to one of their meetings so you can sit in and see how it works
- Guidelines presented today will be posted on the SCCQG website: www.sccqg.org under Program Notes
- Northern California Quilt Council (NCQC) has guidelines for teachers and guilds on their website: www.ncqc.net
- NCQC also has suggested information for guilds wanting to update their Bylaws and Standing Rules to accommodate virtual meetings and online voting. Something we probably all need to think about.
- SCCQG's Parliamentarian, Gerry Olsen, is available to assist: olsens861@gmail.com
- The Modern Quilt Guild has guidelines for teachers and guilds on their website: www.themodernquiltguild.com
- AARP has guidelines for using Zoom: aarp.org
- quilters-calendar.com – Resources bringing guilds together throughout the US and Canada - Zoom Roundtable discussions, teacher listings, ways to increase membership, guild rep support group and more.
- Zoom.us has a variety of tutorials and helpful instruction

Questions? Discussion