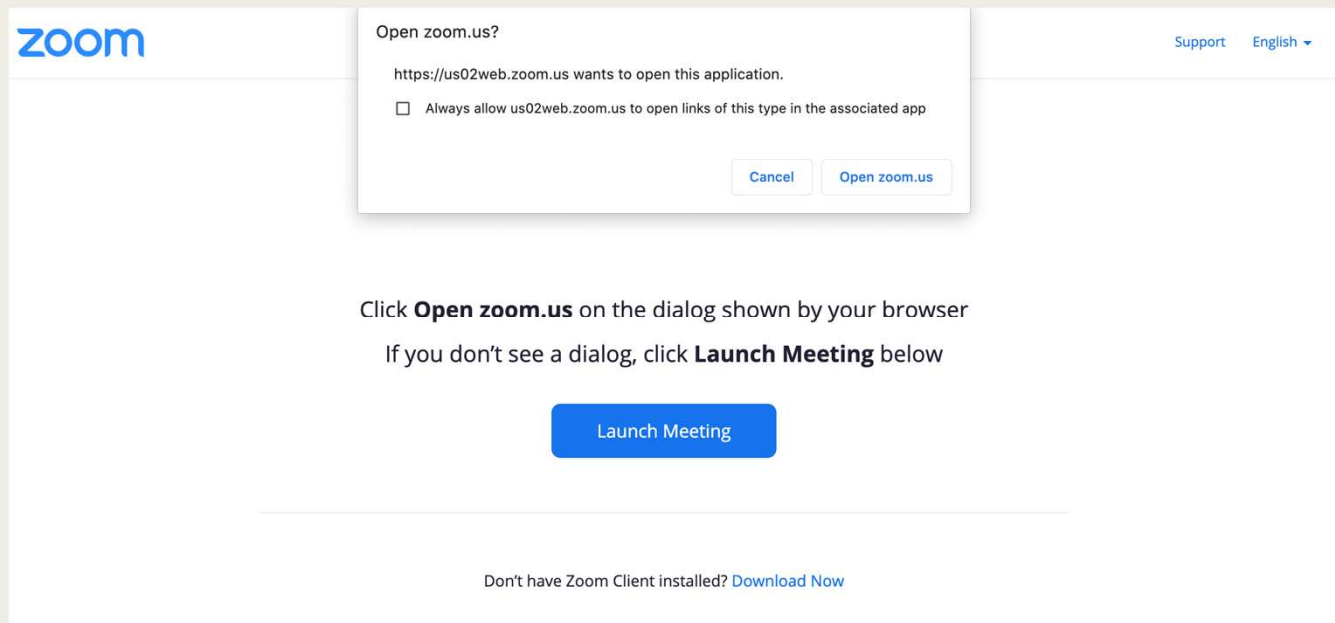


GUIDELINES FOR VIRTUAL ANNUAL
MEETING FOR MONROE
CONGREGATIONAL CHURCH
JANUARY 24, 2021 11 AM

[HTTPS://STLUKESCT.ZOOM.US/J/95692
371244](https://stluke-sct.zoom.us/j/95692371244)

MCC's 2021 Annual Meeting will be held online via Zoom due to health and safety precautions. The following information will provide guidelines and tips to have a productive meeting.

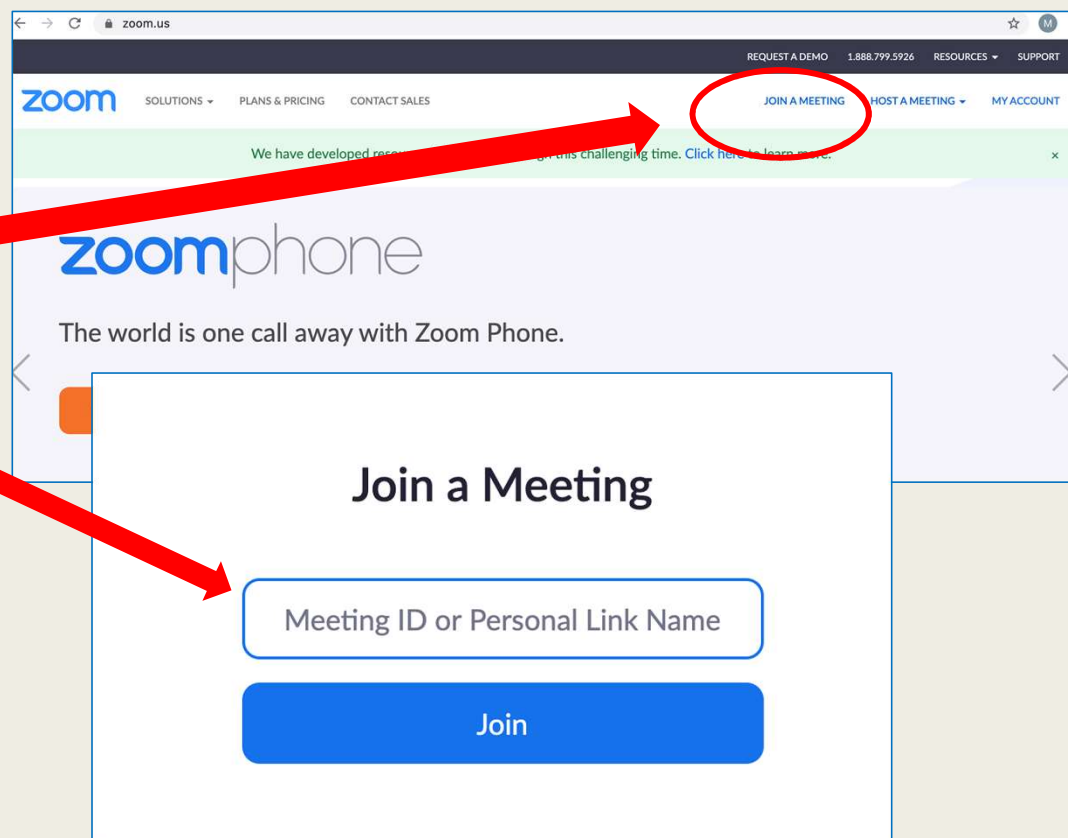
- The meeting link is being sent out in the Church newsletter. You can also find it here: <https://stlukesct.zoom.us/j/95692371244>
- *Note that different systems and platforms (Mac vs PC vs Tablet, etc.) might be slightly different, but these guidelines should be sufficient to walk you through the process.*
- Once you click on the link, you may see the following message: "Open zoom.us?" Select "Open" or "Yes"
- If you don't see that request, select "Launch Meeting"
- What if you don't see either of these options? How do you join the meeting? Don't worry – just go to the next page of the notes.



The screenshot shows the Zoom website interface. At the top left is the Zoom logo. On the right, there are links for "Support" and "English". A browser dialog box is open in the center, titled "Open zoom.us?". The dialog contains the text "https://us02web.zoom.us wants to open this application." and a checkbox labeled "Always allow us02web.zoom.us to open links of this type in the associated app". Below the checkbox are two buttons: "Cancel" and "Open zoom.us". Below the dialog, the text reads "Click **Open zoom.us** on the dialog shown by your browser" and "If you don't see a dialog, click **Launch Meeting** below". A blue button labeled "Launch Meeting" is positioned below this text. At the bottom of the page, there is a link: "Don't have Zoom Client installed? [Download Now](#)".

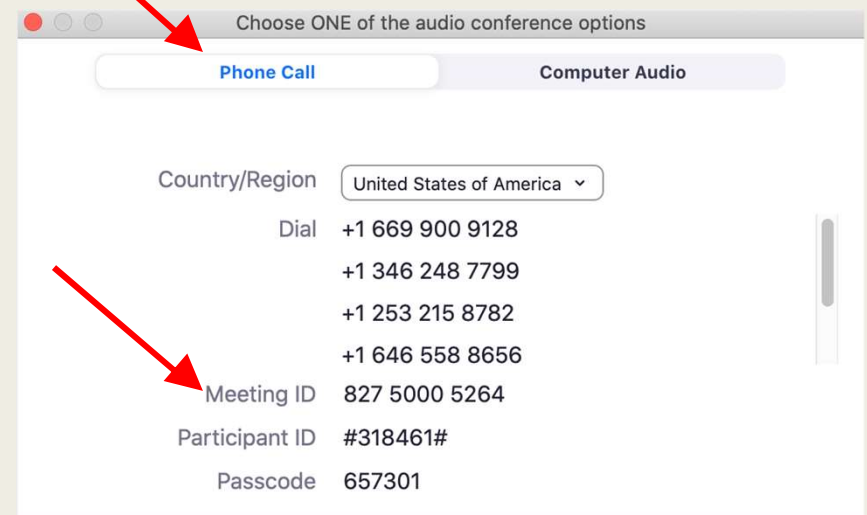
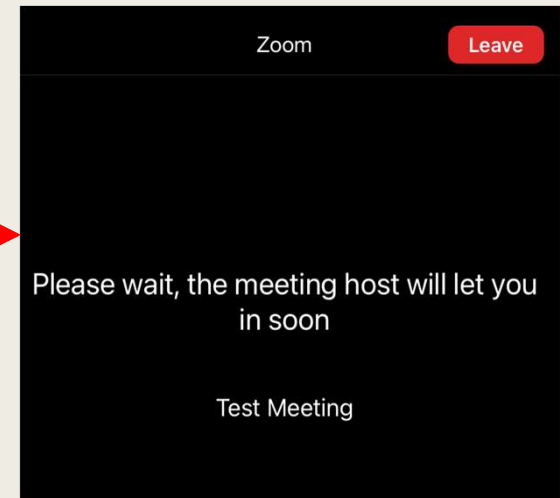
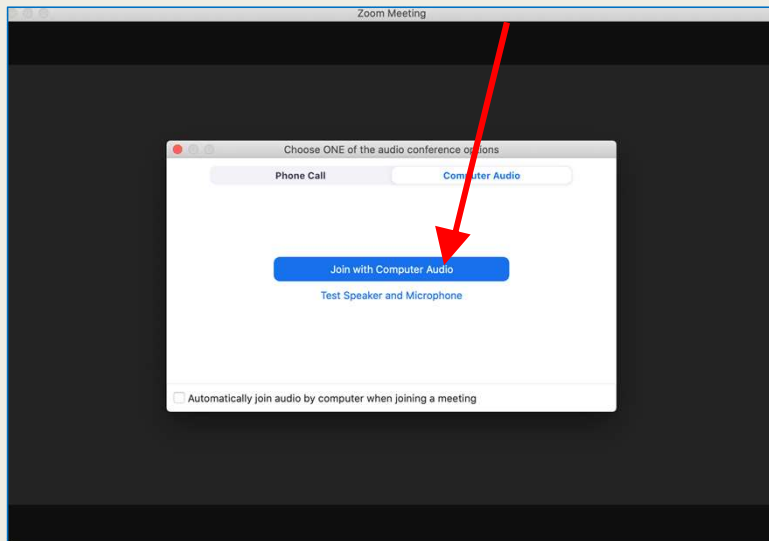
Alternate Option to Join the Meeting from the Website

- The meeting link is being sent out in the Church newsletter. You can also find it here: <https://stlukesct.zoom.us/j/95692371244>
- 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 "95692371244" on the next screen and select the "Join" button.



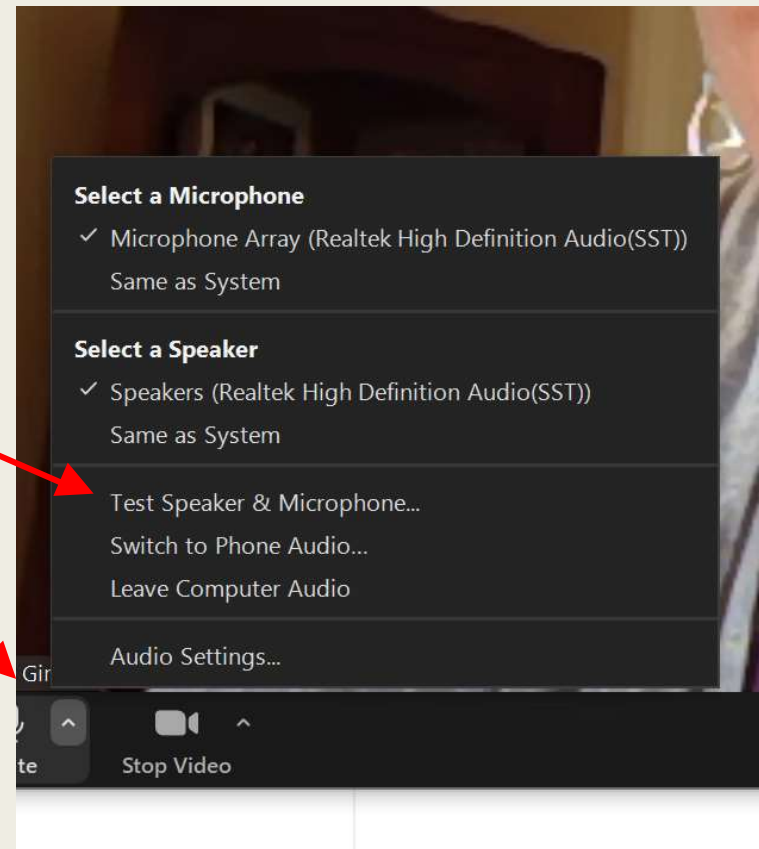
Selecting your Audio

- 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.



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**"

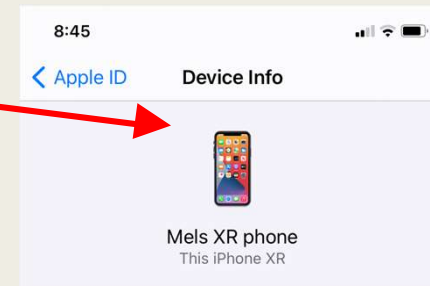
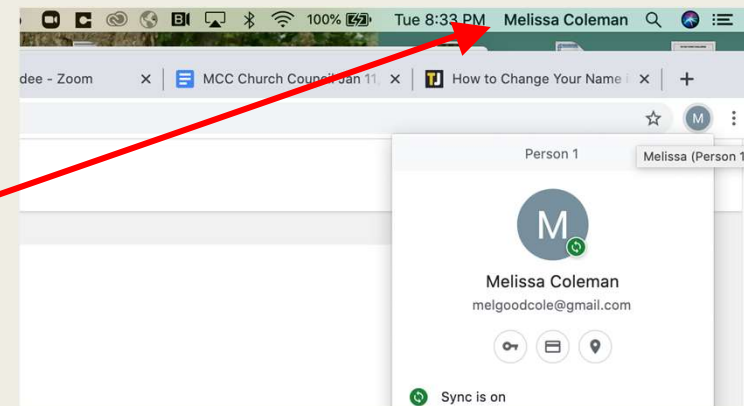


Your Participant Name

*****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.

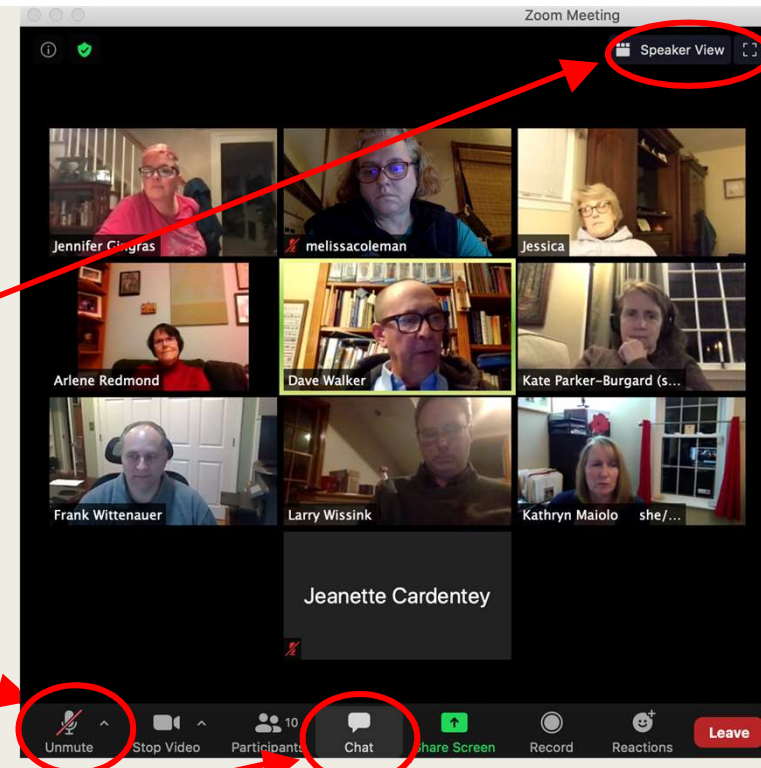
Check your device name to ensure the administrator will know it is YOU trying to enter the meeting. You can typically see the name of the computer on the top of the screen. Or go to the “Settings” on your device and select “device information”.



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.



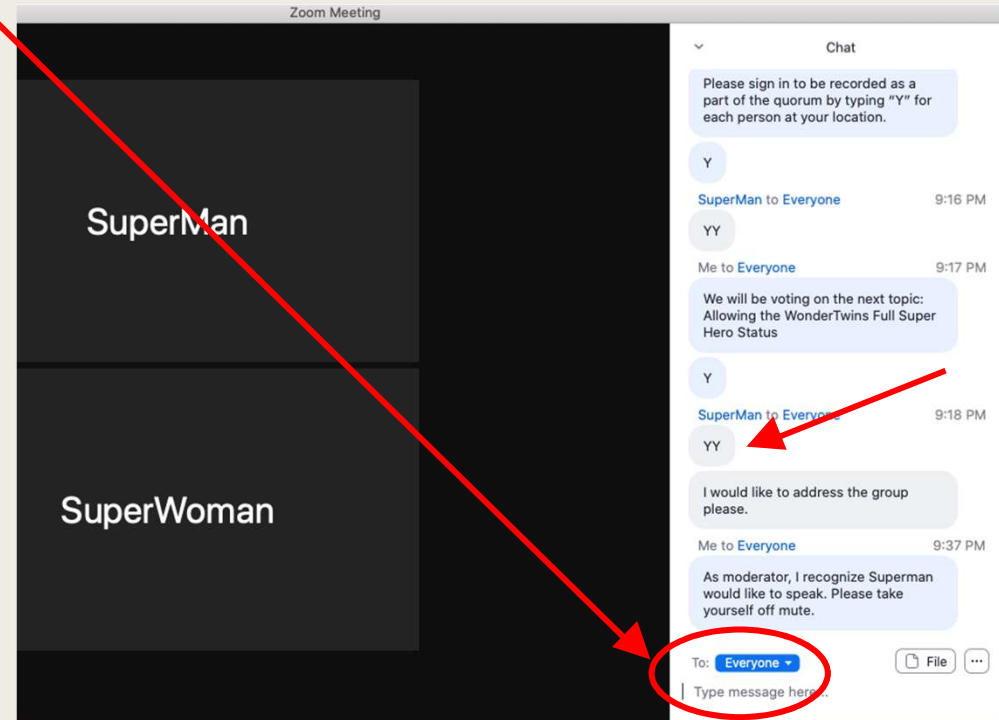
Using the Chat Function

Robert's Rules of Order still apply, but the implementation will be adapted because the meeting is virtual.

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. **To register each person as a participant.** 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 (46) is reached, the meeting will begin.
2. **To vote on the issues.** 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

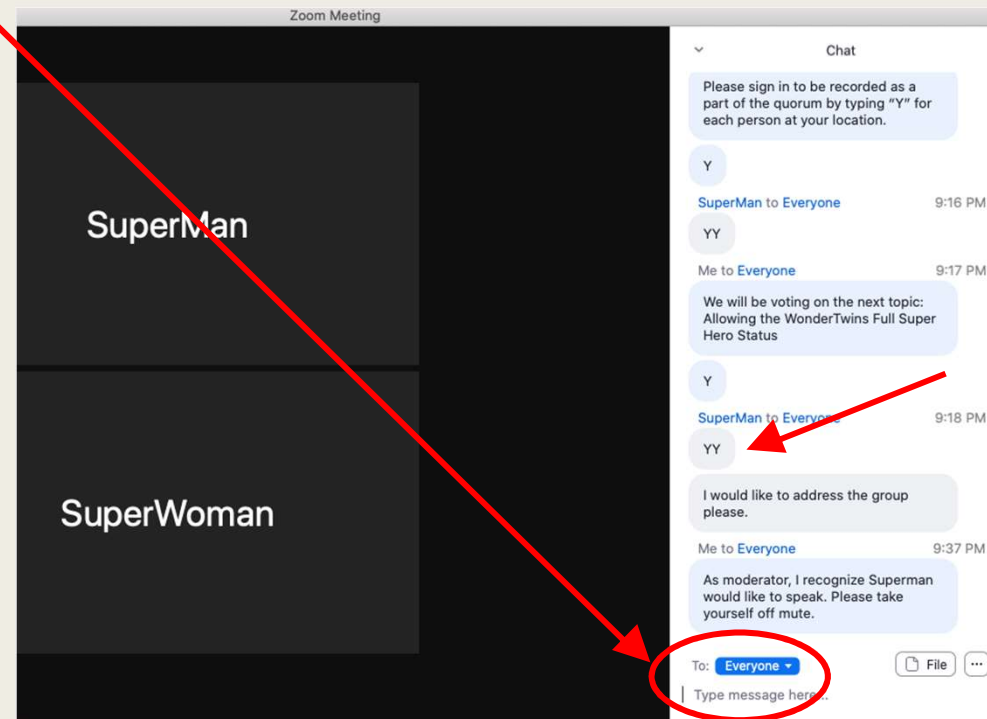
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3. To make motions and seconding motions. When the moderator invites any of these actions, the first name to appear after each invitation in the chat box will be the one whose motion and second are recorded.

4. To let the moderator know you wish to speak. 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 2021 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 Dave Walker dave.walker@ipsos.com (Moderator) or Kate Parker-Burgard parkerk@stlukesct.org (Clerk)