

Rotary Club of Hilo Bay Communication Plan

March 21, 2020

Email

Email is the primary mode of communications. (The club members can write and send emails to the membership by using Clubrunner.

Email lists

Writing and sending an email using the Clubrunner is a pain for many users because the sender needs to login Clubrunner and choose from the menu to get to the screen for the email service. And emails cannot be sent via Clubrunner from mobile devices. Alternatively, the club members can send an email to one of the following email addresses to reach out to either the active and honorary club members or the BOD members:

Active and honorary club members:	rchb_members@googlegroups.com
BOD members:	rchb_bod@googlegroups.com

Currently, anyone can send an email to the above email lists. Individual email addresses registered to the above email lists are primary and alternative email addresses copied from Clubrunner.

Should you need to update your email address, please contact Tim Hansen and Junichi Noumaru.

Regular meeting

Regular meeting is held every Wednesday from 7 a.m. by using Zoom. The Zoom Meeting ID is emailed to the club members by a day before the meeting. Regular meetings via Zoom are recorded and posted to YouTube so that the members who missed the meeting can make up and watch later.

BOD meeting

BOD meeting is held every third Wednesday of the month from 8 a.m. by using Zoom. The Zoom Meeting ID and agenda are emailed to the BOD members by a day before the meeting.

Zoom meeting system

Rotary Club of Hilo Bay owns one meeting account for Zoom. This means that our club can host one meeting at any time. Regular meeting and BOD meeting use this account. Other times, Zoom online meeting is available for club functions such as ad-hoc meetings or virtual events. Participating in a Zoom meeting which has been already set up needs only a meeting ID and participants don't need to log in to Zoom. To schedule a meeting and to obtain a meeting ID, login to Zoom is necessary. BOD members have the credential of the Zoom account. If a member needs to schedule a meeting, ask one of the BOD members.