

District 6440 – Summary of Suggested Virtual Meeting Action Items

Club Presidents

1. If it works for your club, appoint a Virtual Meeting Coordinator by March 27 and report the person's name to [Erin](#).
2. Please review and act on the Virtual Meeting Training Guide to prepare for virtual meetings.
3. Try to attend a Zoom technical orientation meeting on Monday, March 22, at 2:00 p.m. or Tuesday, March 23, at 3:00 p.m. These sessions are for club presidents and PEs.
4. Plan to attend the Presidents meeting on March 25 at 7:00 p.m. to share developments and action plans related to COVID-19

Click on this link to join the Zoom Meeting:

<https://zoom.us/j/743949644>

Meeting ID: 743 949 644

Club Presidents-elect

1. Review and act on the Virtual Meeting Training Guide to prepare for virtual meetings
2. Attend Zoom technical orientation meeting on Monday, March 22, at 2:00 p.m. or Tuesday, March 23, at 3:00 p.m. These sessions are for club presidents and PEs.
3. Attend PEs meeting on March 26 at 7:00 p.m. to share developments and action plans related to COVID-19:

Click on this link to join the Zoom Meeting:

<https://zoom.us/j/743949644>

Meeting ID: 743 949 644

Virtual Meeting Coordinators (VMC)

The VMC training will include these functions:

1. Review and act on the Virtual Meeting Training Guide to prepare for virtual meetings
2. Attend district VMC training meetings (TBA).
3. Establish the club's Zoom Pro account: **NOTE: This may be done by the VMC or another club member.** These steps are explained in Rich Lalley's [Zoom setup video](#).
 - a. Go to Zoom.us from a web browser.
 - b. Create an account.
 - c. Go to Plans and Pricing
 - d. Select the Pro plan and Buy Now.
 - e. Select the annual payment option.
 - f. Type "ZoomRotary" in the coupon field and apply it.
 - g. Follow the prompts to complete your club's Pro account setup.
 - h. For reimbursement, send a copy of the receipt by April 30 to [Bruce Baumberger](#) with name and address of the payment recipient.
4. Serve as the Zoom meeting host at club meetings.
5. Meet regularly with the District VMC to learn about other club's experience and best practices.
6. Coordinate scheduling of the usage of the club Zoom Pro account.

All Members

1. Review and act on the Virtual Meeting Training Guide to prepare for virtual meetings.
2. Attend Zoom orientation sessions that may be scheduled by the club's or district's VMC.