

SGS Tech Committee Mtg- Tuesday 1/17/23

Agenda:

- Responsibility statement: <https://www.wpaarea60.org/docs/readings/responsibility-statement.pdf>
- 12 Statements of Tech: <https://naatw.org/12-statements-of-technology/>
- New Rotation – Christian H. introduction as SGS Tech Chair
- Jobs
 - o Mail chimp – Traditions email, Monthly Reminder (Jen)
 - o Zoom - New Zoom committee /meeting scheduling – (Peter - Christian)
 - o Ionos/email setups - Christian
 - o Wordpress content – Peter (Events), Christian (Minutes, etc.)
 - GiveWP
 - Tickera (Peter)
 - o Hybrid setup/breakdown - Dan D – Looking for new individual to take commitment
 - o Special documentation – (ad hoc)
- Hybrid meeting information
 - o **Physical Location: Emanuel Lutheran church, 179 East Main Street, Patchogue, NY.** Can seat 125, has wifi, internet access, have a projector we can use. Church has special screen on wall that can receive the video image from the projector.
 - o **At the church:** Ken is the church's tech contact, Jimmy Davis is church elder

Old Business:

- **Christian and Dan** volunteered for setup at 1/20/23 Assembly Meeting.
 - o Christian – Zoom host
 - o Dan – Hybrid host
 - o Peter has the laptops, cameras and mics – will be turned over to Christian for Tech Chair Term
- New web chair will need to support GiveWP
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New Business:

- Discussion on cloud storage for SGS documentation (Drop Box, Google Cloud, IONOS Storage potentials)

Hybrid assembly on 1/20/23:

- Physical Tech crew: **Christian, Peter and Dan** volunteering for setup at 1/17/23 Tech Chair meeting.
 - o Peter – Zoom host, bringing equipment
 - o Dan – Hybrid host
 - o Christian – Learn setup and how to run meeting
- General setup:
 - o Tape the long extension cord across floor
 - o Use church power strip
 - o Plug laptop to HDMI output to projector, PA
 - o House mic set up next to Melissa
 - o Mic is connected to main monitor/pa
 - o Pa/Monitor connects a line to the second monitor
 - o Pa/Monitor line connects to projector in the left most jacks
 - o Cables push and twist to the left
- Laptops: (MMDDYYYY of AA's birthday)

- suffolkstech1: (zoom host)
 - Muted on zoom
 - Web@aasuffolkga-ny.ORG credential for Zoom was stored in edge, and we hosted from this laptop
- suffolkstech2: (hybrid host)
 - Not muted on zoom
 - Camera plugged in, pointed to house speaker
 - Yeti mic hooked up to it, pointed at the house monitor
 - HDMI cable hooked up to projector in top right hdmi jack for the video
 - The audio from the laptop travels hdmi to projector and audio output from projector goes to main pa
- Breakdown:
 - Put PA and projector equipment back on the tray
 - Christian takes SGS equipment home with him

Running the Assembly:

- Before the meeting:
 - New GSR rep pre-meeting is hybrid in small conference room, hosted by Heather C.
 - Projector will be hooked up to one laptop w an HDMI cable to one laptop and will project whatever is on the zoom screen for the in-person people.
- During the assembly:
 - Anyone physically present should come up to the mic to be heard on zoom
 - DCM rooms will remain virtual and one physical in conference room of church
 - Voting - zoom poll + physical hand raise count, run by DCMC

Other Notes:

- Christian to Buy/bring power strip with ten outlets

Reminder re: breakout rooms for this Friday's SGS Assembly meeting:

- Make sure option to choose room is set - Zoom settings for breakout rooms:

Allow participants to choose room
 Allow participants to return to the main session at any time
 Automatically move all assigned participants into breakout room:
 Breakout rooms close automatically after: 12 minutes
 Notify me when the time is up
 Countdown after closing breakout room
 Set countdown timer: 60 seconds

Close

Read responsibility statement: <https://www.wpaarea60.org/docs/readings/responsibility-statement.pdf>