

# SGS Tech Committee Mtg - Monday 2/13/23

## Meeting Open

Read AA responsibility statement: [Responsibility Statement \(PDF\)](#)

Read the 12 Statements of Technology: [12 Statements of Technology - NTW](#)

## Agenda:

- New Team Member Introductions:
  - o New Rotation – Phill L. introduction to Tech Team
  - o New Rotation - John C. will be introduced at SGS General Meeting on 17-Feb-2023
  - o Looking for new tech team member to take over for Ron
- Review Tech Commitment/Platform activities and owners
  - o Mail chimp – Traditions email, Monthly Reminder (Christian)
  - o Zoom - New Zoom committee /meeting scheduling – (Peter - Christian)
  - o Ionos/email setups - Christian
  - o Wordpress content – Peter (Events), Christian (Minutes, etc.)
    - GiveWP - Need more information on how the Tech team can support.
    - Tickera (Peter)
  - o Hybrid setup/breakdown - Dan D – Looking for new individuals to take commitment - Dan will be at the 17-Feb meeting, John C and Peter will be at the meeting to support.
  - o Special documentation – (ad hoc)
- Review hybrid meeting information
  - o **Physical Location: Emanuel Lutheran church, 179 East Main Street, Patchogue, NY.** Can seat 125, has wifi, internet access, and has a projector we can use. Church has special screen on the wall that can receive the video image from the projector. Christian to bring a smaller screen to test.
  - o **At the church:** Ken is the church's tech contact, Jimmy Davis is church elder

## Old Business:

- **Christian, Peter, John and Dan** volunteered for setup at the 2/17/23 Assembly Meeting.
  - o Christian – Zoom host
  - o Dan – Hybrid host
  - o Christian has the laptops, cameras and mics - Will demonstrate updates to tech team to laptops
- New web chair will need to support GiveWP
- SGS Tech Team Documentation now on Google Drive

## New Business:

- **Christian** - volunteered to perform orientation sessions via Zoom to tech team members. These meetings will be published on [aasuffolks-ny.org](http://aasuffolks-ny.org) if additional members would like to participate

## Hybrid assembly on 2/17/23:

- Physical Tech crew: **Christian, Peter, John and Dan** volunteering for setup at 2/13/23 Tech Chair meeting.
  - o Christian – Zoom host, bringing equipment
  - o Dan or Peter – Hybrid host
  - o John C – 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 leftmost jacks
  - o Cables push and twist to the left
- Laptops: (Login PIN for each laptop is the: MMDDYYYY of AA's birthday)
  - o Laptop 1:
    - Account for login: suffolkstech.laptop1@aasuffolkgs-ny.org: (zoom host)
    - Muted on zoom
    - web@aasuffolkga-ny.org credential for Zoom was stored in edge, and we hosted from this laptop
    - Credentials are available on google drive. Bookmark in Chrome
  - o Laptop 2:
    - Account for Login:suffolkstech.laptop2@aasuffolkgs-ny.org: (hybrid host)
    - Not muted on zoom
    - Credentials are available on google drive. Bookmark in Chrome
    - 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:
  - o Put PA and projector equipment back on the tray
  - o Christian takes SGS equipment home with him

## Running the Assembly:

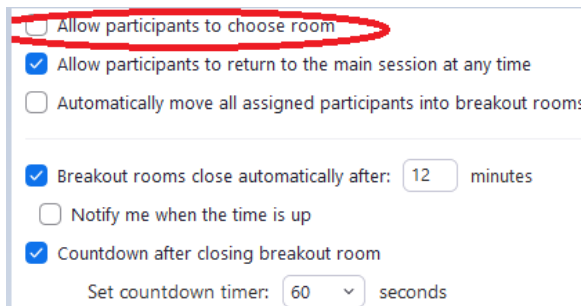
- Before the meeting:
  - o New GSR rep pre-meeting is hybrid in a small conference room, hosted by Heather C.
  - o Projector will be hooked up to one laptop with an HDMI cable to one laptop and will project whatever is on the zoom screen for the in-person people.
- During the assembly:
  - o Anyone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

## Meeting Close

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