

SGS Tech Committee Mtg - Monday 3/14/23

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 – New tech team introductions (Phil, John, and Brian)
- 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 aasuffolks-ny.org web site orientation
 - Wordpress / Site Management – 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-Mar meeting: John C, Philip, Brian, and Peter will be at the meeting to support.
 - o Special documentation – (ad hoc)
 - o The overall orientation of current tech team responsibilities (Christian)
 - o Zoom orientation
 - Ad-Hoc Meetings
 - Monthly Hybrid Meeting (Hybrid Setup, Break Out Rooms, Meeting Flow)
- 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 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:

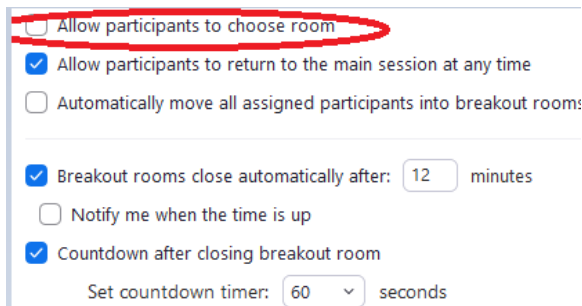
- Before the meeting:
 - o New GSR rep pre-meeting is hybrid in a small conference room, hosted by Heather C.
 - o Projector will be hooked up to one laptop with an HDMI cable to one laptop and will project whatever is on the zoom screen for the in-person people.
- During the assembly:
 - o Anyone physically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