

ZOOM VIDEO CONFERENCING FOR MEETINGS, EVENTS, AND COMMUNICATIONS USAGE

As we go through these difficult times in dealing with the Coronavirus, Incarnation Council is taking steps to keep you informed and engaged with Council events and with each other. Being able to travel about and visit each other or having meetings is not the best idea right now. As such, your Council is taking advantage of a web meeting software called ZOOM. It is very easy to use, and there is no cost to you.

Equipment

While the meeting software is easy to use, you must have a computer and other equipment to use it. Most Brothers have a computer. If you have a newer computer within the last five years, it will have video and audio capabilities built in. However, if you have an older computer, you will probably need to purchase a camera and microphone. You can get quality, but inexpensive, equipment on Amazon.com.

If you have headphones with a microphone – Apple corded headphones or air pods – or a Bluetooth headset, ZOOM encourages you use them. It will be easier to be heard as well as to hear. Built-in computer audio may work fine for you, but it is not always the best quality or reliable.

Software Operation

So how does this ZOOM software work? For every ZOOM meeting, there is a host. In most cases, it will be the Council Grand Knight. When there is a meeting scheduled, the host will send you an email invitation to join the meeting. All you must do is follow the easy instructions in the email to join the meeting.

Some Brothers do not have a computer, so how can they participate? There is a telephone number that you can call to join the meeting. Unfortunately, you can only hear the audio portion. If you want to participate in remote meeting, you must inform the Grand Knight that you do not have a computer, so he can call you with a telephone number to call to gain access to the remote meeting.

Etiquette

In using this communications medium, proper etiquette should be followed by meeting participants. The first important etiquette is your meeting environment. If possible, you should be the only person in the room. If the room has a door, it should be closed, so you are in quiet environment. You do not want people talking to or walking behind you, dogs barking, televisions or radios beeping, etc. when the meeting is in progress.

Second, there are some important Do's for video conferencing etiquette:

- Do be courteous to other participants.
- Do speak clearly.
- Do keep body movements minimal.
- Do move and gesture slowly and naturally.
- Do maintain eye contact by looking into the camera.
- Do mute your microphone when you are not speaking.
- Do raise your hand if you wish to speak. This will draw the presenter's attention to you without disrupting the audio feed of the video call.
- Do use Thumbs Up and Thumbs Down to obtain mass consensus among the group. This will give the presenter the majority opinion in quick fashion.
- Do dress appropriately. Underwear shirts and inappropriate tee shirts should not be worn. For Council Business Meetings, you should wear your Council dress / polo shirt or an appropriate dress / polo shirt. For other ZOOM meetings, you should wear an appropriate dress / polo shirt.

And third, there are some important Don'ts for video conferencing etiquette:

- Don't make distracting sounds.
- Don't shout.
- Don't make distracting movements.
- Don't interrupt other speakers.
- Don't carry on side conversations.
- Don't cover the microphone.

If every participant in a video conference follows the above etiquette recommendations, it will result in a very successful meeting presentation.

Planned Uses

The Council began using ZOOM video conferencing on Sunday, March 29th at 10:30 a.m. for the Council's Fifth Sunday of the Month Rosary. It was a perfect opportunity to use the new software. And it was successful. Grand Knight Steve led twenty-four Brothers and their families reciting the Rosary. After the Rosary, there was some conversation among the Brothers on how everyone was feeling and doing during the coronavirus. The Council will continue doing these weekly Sunday Rosaries at 11:00 a.m. until such time when we can start attending weekly Sunday Mass.

The next ZOOM social event will be a "Cocktail Party" on Saturday, May 9th at 4:00 pm. After the first Rosary, a Brother suggested the event. It is an opportunity for the Council Brothers to enjoy each other's company for about hour to find out how everyone is doing, share ideas for coping while we are all cooped up in our houses, and whatever anyone wants to talk about. It was a success and the Council will keep it as a weekly Saturday afternoon event until further notice.

On Tuesday, May 5th at 7:00 p.m., the Council will use ZOOM for the Council Officer's Meeting. All Council Brothers will be sent an invitation to join the meeting. The following Tuesday, May 12th at 7:00 p.m., is the Council's monthly Business Meeting. Again, all Brothers will be invited to attend this meeting. Both meetings will be important, as there will be discussions on such subjects as what the Council will be doing during the last quarter of the fraternal year, what is the Council's financial status, and who will be nominated for next year's officer positions.

So, Brothers, join your fellow Council Brothers in participating in these planned events during May as we learn a new way to communicate using ZOOM video conferencing.

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