

4/27/20

## Information for Business Meeting

### Re: Switching to a Zoom meeting

The question put to Chris X (the webmaster for the saataalk.info webpage, the person who reports to the Telemeeting Intergroup [TIG] about concerns from the telemeeting groups listed on the website) by me (Tom J [IA]) was the following:

“How can the Monday Men’s isa meeting switch to become a Zoom meeting - what is the procedure?”

Chris X’s answer (**highlighted in red** with my own comments *highlighted in black italics*) is the following:

**You can create your own Zoom account** *[buy our own account or ask for space on someone else’s account]* **or you can ask the Intergroup [TIG] to reserve a slot in one of the Intergroup Zoom accounts. In either case you can choose whether to publish the Meeting ID** *[the number used to enter the Zoom room], or set a Password* *[an additional layer of security for Zoom rooms], or keep attendees in a Waiting room* *[a place for screening potential attendees, regulated at the time of the meeting by the meeting host] until the host lets them in. To request a slot in an Intergroup Zoom account please put* *[the words]* **NEW ZOOM** *and describe your preferred set-up in the How To Join field* *[a slot reached by a trusted servant from our group who monitors our webpage], then I would schedule the meeting for you and update the meeting details accordingly before publishing them. I would use the confidential Publisher's Comments field* *[these slots once again reached by a trusted servant from our group who monitors our webpage; Chris, the administrator, communicates with the group here to help us set up the webpage]* **for confidential details for your eyes only** *[the person from our group who monitors our webpage].*

**Love and respect,**

**Chris X** [[website@saataalk.info](mailto:website@saataalk.info)]

For those unfamiliar with how to enter and participate in a Zoom meeting, I suggest going to the mixed gender, open Intimacy and Sexual Avoidance meeting on Thursday mornings at 9 AM ET (click on the meeting for that day and time listed on this website [saataalk.info] under the heading on the left hand side of the homepage “Find a Telemeeting”, then follow the instructions for entering and participating in the meeting).

The following are questions to be answered at our Business Meeting Monday 4/27/20 after the regular meeting (see the next page). You may also have questions/concerns of your own to be considered at that time: if so, please let someone on the meeting know, and they can be added to this agenda.

The main question to be considered at the 4/27/20 Business Meeting for the isa Mon Men group:

*Do we want to switchover to become a Zoom meeting?*

If we do decide to make the switch, the following questions need to be addressed:

- 1) When do we want to make the changeover – what is the timetable?
- 2) Do we want to use the TIG account for scheduling or use another Zoom account?
- 3) Do we want to use the password layer of security (if so, how do we let participants know the password *every week*) and/or do we want to use the waiting room layer of security (if so, who will make the decision on who does/does not enter the meeting)?
- 4) Who will be authorized to make the changes on the webpage, on the script, with the TIG and the ISO (International Service Organization, where our group NRTE0039 is listed as a meeting on their webpage)?
- 5) Are there other concerns we need to consider at this time which may potentially necessitate changes to the script and/or the webpage (visit the webpage and look over the script to see if there are other changes needed – it is best to make changes at one time and not haphazardly)?