

TAB 10

TELECONFERENCING BOARD MEETINGS

23 FEB 2021

ISSUE: Due to the COVID Pandemic, there have been multiple requests to teleconference the Board meetings to the Lake Holiday community.

BACKGROUND: Since the pandemic, the Board has entertained the idea; however, the Lake Holiday Lawyer and others have the following concerns:

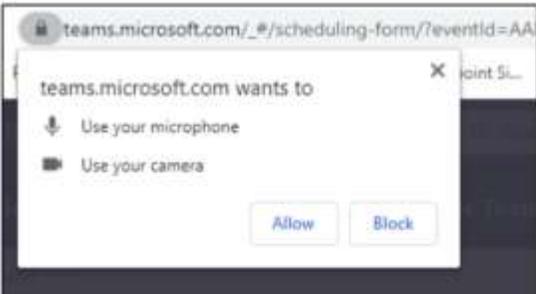
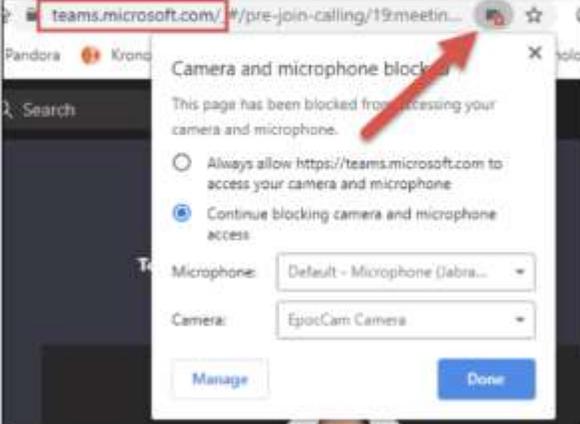
1. The cost, ease and security of the venue utilized for teleconferencing.
2. Whether someone can tamper with the video and distribute a manipulated version.
3. The Board (and/or Association) being sued for issues conducted by the Board.

The Board requested the Tech Team to research a valid platform and provide their recommendation.

Based on the Tech Team's review, they provide the following recommendations as justification for using the Microsoft Teams platform, not only for Board meetings but for all committee meetings. (NOTE: The Tech Team conducted their committee meeting using Teams and it was very easy to use.)

1. It's already part of the Office Suite that Lake Holiday pays for and the Board utilizes for their emails so there is no additional cost or time limit. (Also see paragraph 5)
2. It doesn't specifically require an app even though there is a Teams app.
 - a. The Board could click on the link in the Teams calendar if the meeting is listed.
 - b. A community member can use their web browser, or simply use the phone call conference call line (no video). The conference line allows entry directly into the dialogue/listening portion of the conference without video.
3. A host or facilitator can control entrance of attendees (and their ability to speak) during the meeting which provides the security from unknown sources entering the teleconference. (Since Tech personnel are not always available, we suggest a staff member manage the use of Teams during board meetings; however, Tech personnel may be available periodically.)
4. The host/facilitator can record the meeting for posting on the Lake Holiday web site for those that cannot participate in the meeting and for preserving integrity of the meeting.
5. The application is free to download and provides a better user experience. The link for downloading and installing Teams is <https://www.microsoft.com/en-us/microsoft->

[teams/download-app](#) You can download it for Windows, Apple, Android, or iOS devices. However, if a community member is unable to use the Teams application and/or prefers to use Teams from within a web browser, the Tech Team recommends using Chrome for the best experience. Please be aware that browsers now explicitly require users allow website usage of cameras and microphones. See the screenshot below for details.

Enable Camera and Microphone in Chrome	
<p>The first time you join a Teams meeting in Chrome you will be asked to allow "teams.microsoft.com" to access your microphone and camera.</p> <p>Click "Allow"</p> <p>If you click "Block" you will be unable to use your camera or microphone during classes in Chrome.</p>	 <p>A screenshot of a Chrome browser window showing a permission dialog for teams.microsoft.com. The dialog asks for permission to use the microphone and camera, with 'Allow' and 'Block' buttons.</p>
<p>If you accidentally clicked "Block", you can change this setting at any time.</p> <p>While signed into Teams in Chrome, you will see a small camera icon with a red X in your address bar.</p> <p>Click this camera to access the site's camera/mic permissions.</p>	 <p>A screenshot of a Chrome browser window showing a 'Camera and microphone blocked' dialog. A red arrow points to a camera icon with a red X in the address bar.</p>
<p>Change the setting to "Always allow https://teams.microsoft.com to access your camera and microphone" and click "Done"</p>	 <p>A screenshot of the Chrome camera and microphone settings page. The 'Always allow' option for https://teams.microsoft.com is selected.</p>

The Tech Team will provide a demonstration at the Board meeting to further illustrate the capabilities of this platform. In addition, the Tech Team provides these links as a beneficial reference for the Board, or members.

- [Get started with Microsoft Teams live events - Office Support](#)
- [Plan and schedule a live event - Office Support \(microsoft.com\)](#)
- [Produce a live event using Teams - Office Support \(microsoft.com\)](#)

6. The meetings are public now and, therefore, if a member is contentious and wants to sue, they don't need a recording to sue. This is not a valid reason for not teleconferencing. All members should be mindful of what they say.

7. During the COVID Pandemic, many other Virginia POA's (including Lake of the Woods), other businesses (including Fortune 500 companies) and the Department of Defense are using Zoom, Microsoft Teams and other platforms to ensure all residents/members/employees have access to the meetings.

SUMMARY and RECOMMENDATION:

The Tech Team recommends use of the Microsoft Teams, not only for Board meetings but for all committee meetings. There is no cost; it's easy to use; LHCC already has it within their Microsoft suite; the meetings can be recorded; and its secure.

PROPOSED MOTION/ACTION:

Move to have the LHCC Board use the Microsoft Teams for all future Board meetings and recommend to the Committees to use the platform for their meetings.

SPONSOR:

Elizabeth Hair

Tech Team Board Liaison