

TAB 9

TELECONFERENCING BOARD MEETINGS

23 Mar 2021

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

BACKGROUND:

1. A Tab to teleconference the Board meetings was presented to the Board. The Board decided to table the Tab and requested the Tech Committee to research a valid platform and provide their recommendation. The Committee recommended Microsoft Teams based on:
 - a. It's already part of the Office Suite that Lake Holiday pays for and utilizes for their emails so there is no additional cost or time limit. (Also see paragraph 5)
 - b. It doesn't specifically require an app even though there is a Teams app.
 - 1) The Board could click on the link in the Teams calendar if the meeting is listed.
 - 2) 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.
 - c. 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.)
 - d. 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.
 - e. 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. The Tech Team also provided 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 \(microsoft.com\)](#)
 - f. 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.
 - g. 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.

2. Since so many members of the Board were unfamiliar with the platform (Microsoft Teams), a demo was planned and conducted during the Tech Committee's regular scheduled meeting on 9 March 2021. However, the demo led to more questions and concerns but there is still a need to teleconference the Board meetings.

SUMMARY: There is a need to teleconference the Board meetings; however, which platform needs to be researched and tested further.

RECOMMENDATION: The Board vote to teleconference the Board meetings and test, not only Microsoft Teams, but other platforms as well.

PROPOSED MOTION/ACTION:

Move to have the LHCC Board to teleconference the Board meetings and further test which platform to use.

SPONSOR:

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