



AGENDA  
**Earth Action Committee (EAC) Meeting**  
**April 8, 2020 from 6:45-8:00 pm**

**Zoom Meeting**

- If you haven't used Zoom before, familiarize yourself with any features you may need to use such as how to mute/unmute your microphone. Best practice is to be muted unless you are speaking.

More information about how to use Zoom is on the following page.

Join the meeting early – up to 5 minutes before the meeting start time.

**Join Zoom Meeting**

<https://zoom.us/j/420238579?pwd=cjlzaDdnZzAxSVlOS1psZEtdWQyZz09>

Meeting ID: 420 238 579

Password: 016789

One tap mobile

+16699006833,,420238579#

Dial

+1-669-900-6833

	What	How	Facilitator	Minutes	Time
1	<b>Welcome &amp; Review</b>	- Introductions - Check for changes to the agenda	Roger/ Cheri	5	6:45-6:50
2	<b>Approve minutes</b>	Ask for consensus on approval of the March 2020 minutes	Roger/ Cheri	5	6:50-6:55
3	<b>Member comment</b>	Members share topics not already on the agenda	Roger/ Cheri	10	6:55-7:05
4	<b>Review action items</b>	Review action items from March EAC meeting. <i>Receive updates that won't be discussed under other agenda items.</i>	Roger/ Cheri	5	7:05-7:10
5	<b>Purchasing Policy</b>	Update on the Purchasing Policy	Kiya	10	7:10-7:20
6	<b>Campaign for a composting facility</b>	Discuss ideas to campaign municipalities for composting facilities that includes member participation	Kiya	10	7:20-7:30
7	<b>Zero Waste Policy</b>	Update on waste reduction with COVID-19	Kiya	15	7:30-7:45
8	<b>Sustainability officer update</b>	Update on Sustainability at the Co-op	Kiya	10	7:45-7:55
9	<b>Next agenda items</b>	Review potential agenda items for the next meeting	Roger/ Cheri	3	7:55-7:58
10	<b>Next meeting date</b>	Consensus on next meeting date	Roger/ Cheri	2	7:58-8:00

**Next Meeting:** May 13, 6:45– 8:00pm at the Arcata Co-op (upstairs) Conference Room

# **Zoom – How it works**

You can join a Zoom call on your phone or computer. You can use video or only audio.

## **Prerequisites**

If you are only ever going to join an online conference call, then *you do not have to install any software*. However, if you are going to host (plan) meetings or want to *get the full benefit of the Zoom platform* then I recommend installing the Zoom software.

## **Desktop/Laptops**

Web-based - The Zoom web client allows joining a Zoom meeting or webinar without downloading any plugins or software. However, the web client has limited features and functions best on Google Chrome.

Software-based – The Zoom desktop client can be downloaded from the following link. <https://zoom.us/support/download>. Once downloaded run the installer application.

## **Mobiles**

### iOS (Apple)

- iPhone4 or later, iPad Pro, iPad Mini, iPad 2 or later, iPod touch 4th Generation
- Operating System – iOS 7.0 or later
- Web Browser – Safari5+, Chrome
- Zoom Cloud Meetings app (available on the App Store)

### Android (nearly everyone who is not Apple)

- Operating System – Android 4.0x or later
- Web Browser – Chrome
- Zoom Cloud Meetings app (available on Google Play)

## **Registering an Account**

When you sign up for a Zoom account, you will enter your email address, and Zoom will send you an activation email.

## **Joining a Meeting**

### Web Browser

- Open your internet browser (Edge, Internet Explorer, Firefox etc.)
- Go to <https://join.zoom.us>.
- Enter your meeting ID provided by the host/organizer.

### Zoom Application

- Open the Zoom desktop client.
- Join a meeting using one of these methods
- Click Join a Meeting if you want to join without signing in.
- Sign in to Zoom and then click Join
- Enter the meeting ID number and your display name.

## Mobiles

### Android

- Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
- Join a meeting using one of these methods:
  - Tap Join a Meeting if you want to join without signing in.
  - Sign in to Zoom then tap Join.
  - Enter the meeting ID number and your display name.

### Apple

- Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
- Join a meeting using one of these methods:
  - Tap Join a Meeting if you want to join without signing in.
  - Sign in to Zoom then tap Join
  - Enter the meeting ID number and your display name.

### Telephone

- On your phone, dial the teleconferencing number provided in your invite.
- Enter the meeting ID number when prompted using your dial pad.

Note: If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.