



AGENDA
Member Action Committee Meeting
April 8, 2020, 5:30 – 6:30 p.m.

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 the meeting:

<https://zoom.us/j/104764080?pwd=cndVREFnamNZbFlhM0Jzd2k3Smdxdz09>

Meeting ID: 104 764 080

Password: 028367

One tap mobile

+16699006833,,104764080#

Dial

+1-669-900-6833

Facilitator: Margaret Sataua

	What	How	Facilitator	Minutes	Time
1	Welcome & Review	<ul style="list-style-type: none">- Introductions- Check for changes to the agenda	Margaret	5	5:30-5:35
2	Approve Minutes	Ask for consensus on approval of the March 2020 minutes	Margaret	5	5:35-5:40
3	Member Comments	Members share topics not on the agenda	all	10	5:40-5:50
4	Volunteer Shoppers	Discuss how to help members who are not able to get to the stores to shop.	Margaret	20	5:50-6:10
5	Agreements	<ul style="list-style-type: none">- Review consensus and decision items, including recommendations to the board- Agreement on next MAC meeting date- Review agenda items for next meeting	Margaret	5	6:10-6:15
6	Roles & Responsibilities	<ul style="list-style-type: none">- Call for a facilitator for next meeting- Designate who will write the MAC report	Margaret	5	6:15-6:20

Next Meeting:

- May 13, 5:30 – 6:30pm

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.