

NHLTA Virtual Board Meeting, April 15, 2020, 2 pm

Attending: Susan Gaudiello, Jan Clark, Katrinka Pellicchia, Anne Chant, Ed Moran, Bert Saul, Deb Caplan, Mark Branoff, Conrad Moses, Connie Kirwin, Lara Berry

**Virtual Roundtable Discussion.** Jitsi (which is what the board is currently using for this meeting) is free, easy to use, nothing to download. Probably should not be longer than 90 minutes. Should we limit the size of the group? It can be challenging to moderate, we should set guidelines; there is concern that we have neither the format or skill set to do this. Lara is moderating a virtual meeting next week; she will report on how it went.

Participation would be by invite only, when people register we would send them the link, reminding them not to share the link.

What happens if too many register? We could divide the group, setting up another meeting later.

At this point in the meeting, there was frustration with the Jitsi platform – hearing issues, cutting in and out, etc. So the board agreed to move to Zoom – Bert set it up and sent an invite.

It was agreed that Zoom seems to work better. There was discussion over whether to try it for a month? Again, protocol was discussed – participants can raise their hand to be recognized; when speaking, participants should identify themselves. There was discussion over whether the host should mute everyone; gets tricky when including those who phone in (they can't see the screen). Ground rules: invitations are confidential, NHLTA will offer no legal opinions.

There was discussion of topics for these meetings. The board agreed that for this first one, the subjects discussed should relate to the Covid-19 pandemic, i.e. "Stayin' Alive": 1) innovative programming during the shutdown 2) plans for how to reopen 3) dealing with furloughs/layoffs (if necessary). Once we received evaluations on this first virtual meeting, we could then ask the membership for suggested topics for future events.

An e-mail blast will be sent out; participants can be registered using Wufoo (spelling?) Invites with the password info will then be sent.

The big question is who will host/moderate? No one feels that comfortable for a variety of reasons – unfamiliarity with software, outdated computer, etc. Whoever hosts, there should be several board members participating. Conrad has access to some computers, there was discussion about loaning them to board members if necessary. Susan will look into where the person opening the Zoom account has to be the actual host for the meeting.

**Next Board Meeting.** Will meet (via Zoom) at our normal time of May 6 10:30 am. The board needs to approve the budget for the coming year; approve the slate of officers; determine info to be sent to full membership in lieu of annual meeting. Dues notices will be sent out in May.