

## **Off-site GA Planning Team - Minutes – March 15, 2011**

Present: Mark Steinwinter, Linda Laskowski, Don Plante, Larry Stritof, Eva Marx

Absent: Randy Becker, Lynda Shannon, Lew Phinney

**Next meeting:** Tuesday, March 22, Noon Eastern Time

### **Review of packet contents**

Packet will go out after receipt of registration fee

June 1 is date for dry run.

Remove reference to chat.

Troubleshooting tips will come from Mark and his team, to be edited by Linda and Eva.

What tech support can be expected?

Don volunteered that offsite delegates can create profiles to an offsite website, link to Facebook

No need to discuss use of phone cards. Refer inquiries to GA list.

### **Phone use**

Mark expressed a concern that we were setting people up to expect phones to be primary access. Not realistic to be on phone for entire length of plenary. Only time offsite delegates will need phones is when they wish to participate in debate or vote. If they don't want to speak, they will only need access to vote. At appropriate time, delegates will receive a warning on their screens to call in so they can participate real time and not be hampered by two-minute streaming lag time. Information about this needs to be inserted in registration materials.

Don shared that nine applications have been received.

Don asked whether it would be possible to use atomic e=book so that people will know what lag time is. Larry said that having a separate feed for offsite delegates was being explored.

Warn people not to use antiquated phones at 25 Beacon. Use cell phones instead.

Advise offsite people to use a wire-line phone in a quiet setting.

### **Audio system**

Mark demonstrated the audio system. Caller wanting to speak presses 1 and is directed to breakout room where only teller and caller can hear each other. Teller clears caller, mutes caller, and puts caller in appropriate queue. Host unmutes caller when Gini recognizes the speaker. Teller does not need to be onsite; can be anywhere. Number of tellers needed will depend upon the number of registrants.

Will have hotline for callers who have misplaced credentials. Don will contact Tom Loughery on this. Credentials will be linked to e-mail address so only one person at a time can use credential.

Mark still needs to practice with audio software. (Audio system and plenary debate system are the same thing.) Mark will run the system for us again in a couple of weeks when he becomes more adept.

If voting system breaks down, phones can be used for voting.

We need a decision on how to do queuing. Need Lynda and Randy in that conversation.

Reviewed deliverables. Not sure whether all communications have been published.

### **Persony Chat Log**

12:01:12

01:04:29

74.92.63.20

00:00:00

Transcripts

### **Time**

### **Action**

00:00:00

**Linda Laskowski** starts the meeting.

00:01:38

**Linda Laskowski** starts a screen sharing session.

00:01:42

**Linda Laskowski** pauses the screen sharing session.

00:01:48

**Linda Laskowski** starts a screen sharing session.

00:01:53

**Linda Laskowski** pauses the screen sharing session.

00:01:57

**Linda Laskowski** starts a screen sharing session.

00:17:40

**Don** sends a message "**agreed**".

00:19:36

**Don** sends a message "**9 applications thus far**".

00:26:25

**Mark Steinwinter** sends a message "**916-469-4760 / 472436#**".

00:28:41

**Linda Laskowski** sends a message "**At least it's better music**".

00:28:57

**Linda Laskowski** sends a message "**Really bad sound!**".

00:30:35

**Larry** sends a message "**not recognizing the pin# for me.**".

00:31:14

**Linda Laskowski** sends a message "**It worked for the rest of us -- we are trying again because Mark's sound was bad**".

00:31:29

**Larry** sends a message "**ha - I just go on.**".

00:32:27

**Larry** sends a message "**The first two times I called there was a 10 sec. delay before being prompted for the pin. The third time there was no delay. Something to be aware of.**".

00:32:33

**Mark Steinwinter** sends a message "**Pin's not working for me. that happens often from UUA phones for some reason.** "

00:33:03

**Eva Marx** sends a message "**I hear music** ".

00:33:09

**Linda Laskowski** sends a message "**Larry, are you at a UUA phone?** ".

00:33:19

**Larry** sends a message "**Yes** ".

00:33:32

**Don** sends a message "**me too** ".

00:33:49

**Linda Laskowski** sends a message "**The issue appears to be with person #4** ".

00:35:57

**Linda Laskowski** sends a message "**The only places with older phone systems than the UUA are our churches** ".

00:38:55

**Don** sends a message "**I can hear you Mark** ".

00:39:16

**Eva Marx** sends a message "**i can't** ".

00:39:29

**Linda Laskowski** sends a message "**You are not supposed to** ".

00:39:39

**Linda Laskowski** sends a message "**Evan that is** ".

00:39:55

**Don** sends a message "**Eva and I were in a private conversation and we did not hear the music**".

00:43:35

**Mark Steinwinter** ends the screen sharing session.

00:43:36

**Linda Laskowski** ends the screen sharing session.

00:43:44

**Mark Steinwinter** ends the screen sharing session.

00:44:06

**Mark Steinwinter** starts a screen sharing session.

01:00:42

**Mark Steinwinter** ends the screen sharing session.

01:01:28

**Linda Laskowski** starts a screen sharing session.

01:01:34

**Linda Laskowski** pauses the screen sharing session.

01:01:36

**Linda Laskowski** starts a screen sharing session.

01:02:29

**Linda Laskowski** sends a message "**Aparently Mark closed down the bridge. Pease dial in to the other one.**".

01:03:41

**Linda Laskowski** sends a message "**I am in the other bridge -- I got kicked out of the audio one.**".

01:04:09

**Mark Steinwinter** sends a message "**We're coming back.**".

01:10:08

**Linda Laskowski** ends the screen sharing session.

01:10:24

**Linda Laskowski** ends the meeting.

\*Time is measured from the start of the meeting