

Off-site GA Planning Team - Minutes – May 24, 2011

Present: Mark Steinwinter, Linda Laskowski, Randy Becker, Lew Phinney, Don Plante, Lynda Shannon, Larry Stritof, Eva Marx

Next meeting: Tuesday, May 31, Noon – 1:30 pm Eastern Time (90 minutes)

Opening words by Randy. 44 of 55 applicants have registered; 11 have not.

Virtual banner parade. Lynda suggests scheduling virtual banner parade at end of plenary banner parade, which would give Gini an opportunity to comment on offsite participation. Linda and Lynda will communicate on what the virtual banner parade will look like.

Registration deadline. Voted to make the registration deadline decision after the June 1 dry run. If many people have problems during the dry run, the deadline will need to be early so that problems can be addressed. In any case, registration needs to reach GA office no later than noon, June 17, after which staff will have left for Charlotte.

Use. of Persony. Voted to continue raising hands to vote but not to speak.

Voting. Mark guided us through the voting process. Since some of us encountered problems, we will go through the process again next week. We also tested the Live Help feature. Larry will determine why it did not work for all of us. Live Update will be used to update voting information. Kudos to Larry for his work on setting up systems.

Mark reduced the voting license from 250 to 100 participants, saving approximately \$1,500. The toll-free number will not accommodate calls outside the U.S. other than Canada.

Volunteers. Christopher Wulf has been trained as voting manager and will fulfill that role during the June 1 dry run. Greg Boyd will be the primary audio teller. Lynda will find out whether Greg can use the GAPC suite. Charlie Behrens will be queue manager. Still need a display manager. Lew and Mark will manage phone for the business mini-assemblies.

June 1 dry run. The purpose of the June 1 dry run will be to ensure that all participants can access the conference call and log into the voting process. Mark requested team members to assist with testing by using the mike during the dry run. Some of us will use the bridge number and others the toll-free call number. We will receive instructions. Lew will set up accounts for us and generate voter IDs. Kudos to Lew for completing the tedious task of generating voting IDs for all offsite delegates. Mark will send out e-mails to delegates in preparation for dry run.

Linda introduced the Voting Control Sheet which links to the text for every item to be voted on and indicates the time at which the item appears on the agenda. She will obtain

text from mini-assemblies by providing a memory stick to mini-assembly recorders.

Agenda items for May 31 call:

Congregational map

Systems check

Persony chat log.

Linda Laskowski starts the meeting.

00:02:31

Linda Laskowski starts a screen sharing session.

00:04:08

Linda Laskowski pauses the screen sharing session.

00:04:11

Linda Laskowski starts a screen sharing session.

01:17:18

Larry sends a

message "https://spreadsheets.google.com/spreadsheet/ccc?key=0ApAuxfhQOzpRdE1UYVN2LXk5YjhoaU1FTkwtdUZyOXc&hl=en_US&pli=1#gid=0".

01:20:15

Linda Laskowski ends the screen sharing session.

01:20:15

Linda Laskowski ends the screen sharing session.

01:20:28

Linda Laskowski ends the meeting.

*Time is measured from the start of the meeting.