

Chatham Masonic District

ZOOM Meeting Playbook

Playbook Purpose

- a) To provide a structured and simple approach for Virtual Meetings for the District.
- b) To detail the role/responsibilities of the District Co-ordinator, Meeting Hosts and Convenors.
- c) To provide Convenors a step-by-step roadmap on how to access the platform
- d) To define and clarify the requirements of all participants of a virtual meeting.

Who can access the Platform?

All Lodges, committees, the C.D.M.C., the D.D.G.M. and other district bodies or groups upon who may request access from time to time, are able to use the platform.

Meeting organizers are referred to as “Convenors” throughout this Playbook.

How do I Book a Meeting?

Email your request to the District Co-ordinator, who will reply (to all requests), advising if your proposed meeting can be booked based on system availability. A Meeting Host will be assigned by the District ZOOM Co-ordinator to facilitate your meeting and handle tech side of your meeting.

Step-by-step Meeting Booking Process

1. Contact the District Co-ordinator to determine if the date and time your lodge desires to hold a meeting is available.

ZOOM Co-ordinator

W. Bro. K. Michael Smith

k.michaelsmith@gmail.com

2. If two lodges, that both meet the same evening, wish to hold a virtual meeting on their regular meeting night, it will be their responsibility to reach an agreement with one another as to which Lodge will use the date in question for their meeting.
3. Once step 2 is completed, the District Co-ordinator will create your event and forward the necessary ZOOM links to the Convenor.
4. The Convenor can then begin to promote/advertise their meeting.

Step-by-Step Meeting Process cont'd

5. It is the Convenor's responsibility to distribute the meeting link. Do not share links on public forums such as Facebook, Instagram or Twitter. Sharing of links publicly could result in unwelcome participants crashing or "ZOOM bombing" your meeting.

It is recommended that meeting links be distributed as follows:

- **First**, send out when the meeting is booked
- **Second**, 3 days prior to the meeting date
- **Finally**, again on the day of the meeting

This is recommended, as changes may occur to the link or members may lose the link and ask for it to be resent. It is however at the discretion of the Convenor to take whatever approach works best for them.

6. Convenors who want to hold a monthly meeting on the same day and time should request a recurring meeting through the District Co-ordinator at the time of initial booking.
7. Convenors will notify the District Co-ordinator ASAP if you need to cancel or reschedule any booking.
8. Convenors are responsible to ensure that members who will not receive the meeting links via email, be advised of the other meeting options ie: phone.

Meeting Hosts

The Meeting Host will:

- **OPEN** your meeting 15 minutes prior to the stated start time
- **ADMIT** eligible participants from the **Waiting Room**
- **START** your meeting at the prearranged time, ie: 730 pm
- **REVIEW** housekeeping items prior to the meeting commencing
- **ENSURE** that all participants are following proper behaviours throughout the meeting
- **ENABLE** use of all audio, video and other presentation functions including screen sharing.
- **CLOSE** the meeting at the scheduled time.

This structure eliminates the need for each Lodge to have a trained ZOOM expert and makes it very simple and easy for Lodges to start using ZOOM. The use of the Waiting Room allows an extra security step to verify that all participants are legitimately entitled to join the meeting.

Critical Considerations for a ZOOM Meeting?

- The Convenor is the individual booking and conducting the meeting.
- Meeting Hosts do not conduct your meeting or provide content.
- Schedule your meeting as far in advance as possible with the District Co-ordinator to ensure the day and time you desire is available
- Share your meeting agenda with the District Co-ordinator at the time of booking so that he can best assist you in making your meeting a success
- Advertise well in advance and only once availability is confirmed by the District Co-ordinator
- Urge your participants to join when the meeting **OPENS** so that it **STARTS** on time
- Hold them on regular Lodge meeting nights and times, where possible
- Don't exceed 90 minutes in length in order to maintain participant interest
- Consider a **START** time between at 7:00 and 8:00 pm*
- Convenors are responsible for all meeting content, including introductions
- Convenors should be well versed in the agenda and have the meeting planned to flow smoothly and in a timely manner
- attend and participate
- Polls (surveys) may be conducted both during and following the meeting to gauge key responses to the meeting.
- The ZOOM Co-ordinator will review with you at time of booking any poll questions you may want to present to your attendees.
- Time and/or date changes require a new booking and will result in new links being generated.

Do I need to send out a summons for a ZOOM Meeting?

In the case of meetings that are strictly educational or fraternal in nature, a summons is not required. You may want to consider a monthly or periodic newsletter for members, in order to let them know about ZOOM meetings along with other happenings in your Lodge.

A summons is required only if a Lodge is planning to hold a meeting which will involve official Lodge business being conducted under present Grand Lodge regulations*.

** If your meeting requires a summons, then you are required under the constitution to conduct your meeting on your stated day and time. If no summons is required for your meeting, you can hold your meeting whenever ZOOM is available. Summonses issued in these circumstances must fully comply with the Constitution and Lodge by-laws.*

Privacy & Meeting Recording

All meetings are considered private and therefore privacy considerations must apply. Recording of meetings by any party, by any means except in the two circumstances outlined below, are expressly forbidden.

Meetings may only be recorded or transcribed under the two following conditions:

1. A lecturer wishes us to record their session, for feedback purposes, to improve his presentation, then the Convenor and District Host must be told in advance by the lecturer, so that proper advance notice is included in the Meeting Invitation emailed to the participants, advising of the lecturer's request to record the session.

Brethren not wanting to join a recorded session can avoid that lecture at their discretion. If a Brother wants to attend the lecture but is still uncomfortable he can turn off his microphone and camera but still take in the lecture.

Brethren will be reminded (via the CHAT feature), by the Meeting Host prior to recording commencing.

2. The ZOOM transcription function will only be turned on to assist a Secretary in properly recording minutes, and only if agreed to in advance by the committee members/meeting participants.

Meeting participants will be advised in the meeting invitation that the transcription function has been requested.

If any committee member opposes the use of the transcription function being activated for said meeting, then the matter will be brought to a vote by the Committee. A 2/3 rds majority vote will be required in favour of the activation of the transcription function in order to override the member's objection.

Responsibility for the storage of the transcript will rest with the Secretary. The District Host, once the transcript is generated and sent to the Secretary, will purge ZOOM of the transcription, so as to not leave any trace of the recording on the ZOOM system; avoiding any risk of transcripts leaking or ending up in the Public Domain for any reasons. I.e. Software glitch, hack

The Secretary, once the meeting notes are completed, approved and distributed to the Committee members, will likewise permanently delete the transcription files from the device or devices on which they were temporarily stored.

Sample Meeting Agenda Structure

- 7:15 Meeting Host **OPENS** meeting
- 7:30 Meeting Host **STARTS** meeting with housekeeping remarks and reminders
- 7:35 Meeting Host introduces Convenor
- Convenor opening remarks and reviews agenda for meeting
- Introductions and remarks, where required, of PGLO's
- Business Agenda (only those allowed by Grand Lodge)
- Educational Element/Presentation
- Q&A/Round Table for all attendees
- Closing remarks including where required, a reminder of next meeting date and time

Protocol & Essentials for ZOOM Participation

The decorum/expectations of a tyled Lodge meeting will be the norm for ZOOM meetings also.

In particular, keep in mind the following regarding ZOOM meetings:

- a) All participants must use their actual first and last names as their screen names. Names such as "Joan's iPad, or User 123" or nicknames for example are not acceptable.
- b) Participants not complying with above will not be admitted to attend the meeting at the sole discretion of the Meeting Host.
- c) Anonymous or unknown participants will not be admitted by the Meeting Host.
- d) Unacceptable screen names will be altered by the Meeting Host.
- e) Participants joining by phone will be required to record their name as well as their Lodge name and number in order to gain admittance.
- f) What is not appropriate to discuss or take part in, in open lodge is also not appropriate for ZOOM meetings. (discussions or comments regarding politics, religion etc.)
- g) While it is anticipated that all participants will interact in a respectful and appropriate fraternal manner, Meeting Hosts are responsible to protect and preserve the peace and harmony of the meeting, and to ensure that it complies with Grand Lodge regulations.
- h) Participants are asked to refrain from alcohol consumption during the meeting.
- i) No ritual is to be performed, discussed or referenced.
- j) Any education presented should be suitable for Masons of any rank.
- k) The ZOOM Meeting Host is to be made aware of any special guests that are expected so that they don't leave anyone in the waiting room inadvertently.
- l) Meeting Hosts may at their sole discretion, agree to extend the duration of a meeting should the Convenor require additional time, notwithstanding the suggested 90 minute duration.
- m) If the Meeting Host cannot extend the meeting time, they will advise the Convenor during the meeting that it will be a hard stop at the planned **END** time
- n) Convenors and Participants should know how to use the CHAT feature so that the Meeting Host can message participants during meetings and receive timely responses.

- o) The “Message Everyone” feature will only be available to the Meeting Host. As a Convenor wishes to message all participants, send your message to the Meeting Host for distribution. The Convenor can message individual participants and participants can do the same.
- p) Lodges and members are asked to practise proper protocols regardless of the informality of the meeting including introductions of Grand Lodge Officers. (The Host may remind the Convenor via the CHAT feature but will not make the introductions)

Maintaining Peace & Harmony of ZOOM meetings

FIRST - Any participant not adhering to the expected decorum of a Lodge Meeting, will receive a private Chat message from the Meeting Host advising them to refrain from further similar actions or comments. The Meeting Host will advise the Convenor that the message has been sent.

SECOND - Further unacceptable breaches of decorum by the same participant will result in the Meeting Host muting their audio, and/or turning off their video or placing them in the waiting room temporarily, depending upon the circumstances.

THIRD – Further breaches will result in the offending party being removed from the meeting for its remainder.

Platform Assistance

Finally, any member who requires assistance in order to be able to participate in the ZOOM meetings should ideally reach out to their WM or Lodge secretary for assistance.

If someone else who attends ZOOM meetings perhaps give them a call. If all else fails and you still require assistance you can reach out to Bro. Kevin Jakubec @ kevinsjakubec@gmail.com

What if I can't join by Video?

Even if they don't have the ability to join with video, participants can always join by toll-free phone lines. Those numbers are provided with the ZOOM invitation.

For participants who wish to join by video but need to preserve data or have a slow connection, they can simply turn off their video during the call. They can also restart it any time unless the Meeting Host has shut off participant video.

Assistance/Training Resources/Grand Lodge Regulations

For personal assistance please feel free to reach out to Bro. Kevin Jakubec by phone at 519-350-6994 or by Email for assistance.

kevinsjakubec@gmail.com

A Resources area is now provided on the District Website. Here you will find:

- ✓ A copy of the most up-to-date ZOOM Playbook
- ✓ Links to training resources including YouTube videos
- ✓ Current Grand Lodge directives regarding Virtual Meetings