IT Roundtable

Friday, May 15, 2:30 – 4 pm Central

IT Advisory Committee:

Lyn Korte, Executive Director, Wisconsin Religious Collaborative, Facilitator

David Fritzke, Information Technology Executive, YMCA of Metropolitan Milwaukee

Liz Kolvenbach, IT Support, St. Francis Convent

Dusty Krikau, Director of Mission Advancement, Congregation of St. Agnes, Fond du Lac

Call-in Information:

Join Zoom Meeting: https://us02web.zoom.us/j/87104149372

AGENDA

Agenda review	5 min
Opening prayer and reflection	10 min
Case Study: Virtual Meetings, Tricia Buxton, Communications Director, Dominican Sisters of Sinsinawa	15 min
Q&A for Case Study	20 min
Topic for group discussion: Virtual elections	15 min
Open Q&A, all other IT topics (current examples, problems, topic suggestions for future calls)	20 min
Closing	5 min

Notes:

Link to recording: https://us02web.zoom.us/rec/share/-vFaPpDc83tOa7f3q0aYQpUoDNXmaaa81iIlq_YEzE1sg9V25NJNzjsdIs0ANKsO

Password: WRCit520!

Attachments:

- Virtual Assembly Summary Equip 1218
- Registration form for 2018 virtual assembly

Tricia Buxton shared the process of the Sinsinawa Virtual Assembly. Zoom Conferencing was the tool used and they worked with a production company to ensure success. They had support staff in place to assist with onboarding to the meeting and provided basic training ahead of time focused on specific devices. They leveraged tech support via Zoom, but there is some uncertainty that Zoom is continuing to provide this type of support with the current increased demand.

Zoom chat rooms allow management of large-scale discussions, including question-and-answer sessions moderated by an organizer.

Zoom virtual breakout rooms allow the organizer to assign attendees to breakout rooms and include timers and in-room chat. Be aware that chats that occur in the breakout rooms do not carry over to the larger conference and if attendees join via separate/multiple devices, they can accidentally be assigned to separate breakout rooms.

To enable recording and polls, the organizer has to go into settings and turn on the capabilities ahead of time. You can't turn it on after the meeting starts. The organizer can assign people to be cohosts of meeting to add hosting support for breakout sessions.

Other tools such as Go To Meeting and Webex are industry leaders but generally are more complex and higher cost. Microsoft Teams is not recommended for large group sessions as one 9 people can be shown on the screen and it isn't as interactive.

Offer training sessions before meeting—to include the basics by device type. Have two or three people in addition to the host to help with support during the training session. Some things to walk through include chat, mute, screen-sharing, reactions. Plan for each session to run 30 to 45 minutes.

Online voting not viable/recommended at this time due to governance issues and technology limitations.

There was discussion on how to find technology support and production services. The WRC IT Advisory Committee can be a resource to identify and vet possibilities and help formulate and answer questions.

Discussion turned to security and password management. The next WRC IT Roundtable call (June) will focus on these topics.