

Hybrid Board Meetings

Some recommendations to hybrid meetings are:

1. Charley will create a user email for the calendar invite that lists Hybrid School Board Meeting in the name. This will allow the public viewing the stream to know why individual microphones are muted and the sound comes from only one user.
2. May be a good idea to remind everyone that attends in person when they enter the room they are on a live microphone. Even if the meeting is not streaming, virtual attendees can hear everything in the room.
3. Masks-with attendees wearing masks and everyone using the same microphone, it was very helpful for Pam to announce to the viewing public who was speaking, especially since not everyone was on camera.
4. Consider having all attendees/presenters that are not speaking or presenting turning their cameras off. The stream did not show some of the board members due to the number of people with cameras on.
5. Trouble shooting instructions-Lisa will work with Charley to have a list of troubleshooting instructions available by the public comment computer if there is an issue with the microphone. Consider training Jennifer or another board member on these instructions.