

VCRD Leadership Network

Call on 9/15/2020 – Hosting and Facilitating Effective Meetings in the Time of COVID-19

Chat from the Call:

09:59:54 From James Lockridge : Hello from Burlington, VT!
10:00:48 From Matthew Miner : Hello from Enosburg Falls
10:00:51 From Facilitator Carrie Stahler : Hi there from East Burke!
10:00:57 From Jeff Forward : Jeff Forward Richmond
10:01:00 From Facilitator - Nick Kramer : Nick Kramer, Corinth
10:01:00 From Brendan Dangelo : Brendan from Windsor, VT
10:01:03 From Robert Oeser : Brattleboro VT
10:01:04 From Kirby Addison : Kirby from Williston VT
10:01:05 From Cary Brown (facilitator) : Hello from Montpelier and the VT Commission on Women!
10:01:07 From (facilitator) Jenna Koloski, VCRD : Jenna Koloski, Huntington
10:01:10 From Julia Davis : Hello from Montpelier VT
10:01:11 From Faye (she/her) VT Foodbank : Faye Longo, Vermont Foodbank, I live in South Royalton but serve the whole state of VT through my work!
10:01:12 From Liz CURRY : Hi John and everyone! Hello from Burlington!
10:01:12 From Alexandra Mushinski : Alexandra from Springfield VT
10:01:15 From Julie Raboin : Good morning from Newport!
10:01:16 From Tia Poalino : Tia from Rutland County
10:01:18 From Delia Clark : Delia Clark, Taftsville
10:01:18 From Darla Senecal : Hello, Darla Bristol, VT
10:01:19 From Gwen Kozlowski : Gwen Kozlowski, Bolton
10:01:19 From Monica Collins : Hello from Hancock, VT
10:01:20 From Steven Mason : #WeAreLowellJayWestfieldTroyStrong mutual aid group in the NEK... and NEKTI Consulting (our biz)
10:01:20 From Svea Howard : Hello from West Rutland VT
10:01:22 From Rene Langis : Rene Langis, Cornwall Conservation Commission
10:01:24 From Jed Davis : Hello from Cabot Creamery
10:01:32 From Bobby Lussier : Bobby Lussier from Burlington! Hi everyone!
10:01:33 From Sarah Allerton : Sarah Allerton, United Way of Northwest Vermont, St. Albans
10:01:34 From Allyson Howell : Ally Howell from Derby Line in Orleans County
10:01:34 From kaziah haviland : Hi all! Kaziah from Waitsfield, VT
10:01:37 From Jonathan Elwell : Hello from the Brattleboro Community Justice Center
10:01:47 From facilitator, Phil Kolling : Phil Kolling, Good Morning from Barre Town!
10:01:48 From Judy Paxman : Judy Paxman from Swanton says Hi!
10:01:49 From Mark Serrano : Hey all! My name is Mark Serrano, I am currently located in St. Albans, VT. I am a VISTA member serving at the Northwest Regional Planning Commission.
10:01:55 From Lise Anderson : Hi all: I am Lise in Cornwall, here as a volunteer for the Middlebury UU church and Addison Allies Network.
10:02:01 From Ann Lawless : Ann Lawless says hello from Wheelock
10:02:03 From Sue Graff : AHS, Brattleboro
10:02:06 From Lauren Jenness : Hi my name is Lauren and I live in Burlington and work for the Lake Champlain Basin Program

10:02:13 From Kadie Schaeffer : Hello, everyone. I live and work in Montpelier. I oversee two statewide national service programs--AmeriCorps and AmeriCorps VISTA which focus on youth and families.

10:02:32 From Kerry Swift : Hello from UVM Innovations and the Vermont Biosciences Alliance - working out of Burlington.

10:02:39 From Robert Little : Robert Little, Community Building and Engagement Manager at RuralEdge in the NEK

10:02:40 From Beverly Boget : Beverly Boget from Let's Grow Kids

10:02:45 From Gig Zboray : Good Morning, Gig Zboray from the Town of Whitingham

10:02:48 From Barbara Morrow : Hi, Barbara Morrow, from NEK

10:02:51 From Michelle McCutcheon-Schour : Hi all! Michelle from Efficiency Vermont here

10:02:56 From (facilitator) Emilye Pelow Corbett : Emilye Pelow Corbett, Barre, Vermont Community Foundation

10:03:15 From Anthony Capone : Hi there, Anthony Capone from VT/NH Housing Program Director.

10:03:16 From Melissa Levy : Melissa Levy from Community Roots and town Economic Development Committee volunteer in Hinesburg

10:03:17 From Darcy Carter : Darcy Carter VT SBA

10:03:19 From Peter Doran : Peter Doran, Windham Grows and Strolling of the Heifers, Brattleboro

10:03:21 From Carolyn Stevens : Hi all - Carolyn Stevens, NCDN, Northfield

10:03:22 From Kati Gallagher : Hello! Kati Gallagher, Mad River Valley Planning District

10:03:22 From Jerry Ward : Jerry Ward, Randolph Ctr, home of the Whales Dance

10:03:22 From Corrie Miller : Hello from Corrie Miller - Fayston & Friends of the Mad River.

10:03:25 From Leora Dowling : Hello all, I'm Leora Dowling, I live in So. Burlington, and I'm a public speaking and communication coach. I also teach at CCV--public speaking and workplace communication.

10:03:26 From Anna Rubin : Hi everyone! Anna Rubin at the Fairbanks Museum in St. Johnsbury

10:03:34 From Tom Warhol : Hi, All. This is Tom Warhol, a grant consultant and co-owner of a community space in Bethel, VT.

10:03:36 From Christine McGowan : Christine McGowan from Vermont Sustainable Jobs Fund. Nice to meet everyone!

10:03:42 From Nancy Segreto : Hi! Nancy, nutritionist, Morrisville, VT

10:03:51 From (facilitator) Elle O'Casey : Good (chilly) morning, Elle O'Casey from Calais with the VT Agency of Natural Resources

10:03:59 From Theresa Snow : Theresa Snow - Salvation Farms, Morrisville VT

10:04:14 From Lynn Ellen Schimoler : Good morning, Lynn Ellen Schimoler from Working Lands Enterprise Fund and the agriculture development team at the Agency of Agriculture, Food and Markets.

10:04:18 From Grace Vinson : Grace Vinson, Central VT Regional Planning Commission!

10:04:27 From Whitney Noel : Whitney Noel- I'm with Vocational Rehabilitation in the Burlington district

10:04:59 From Amy Cunningham : Hi! Amy Cunningham from Montpelier. I'm with the Vermont Arts Council and the Vermont Creative Network

10:05:54 From Jennifer Grant : Jennifer Grant - Nonprofit consultant based in Hartland

10:07:23 From Pamela DeAndrea : PamDeAndrea

10:09:00 From Wendy Morse : Good Morning from Wendy Morse - Bennington - Regional Manager for VDOL in Bennington, Rutland and Addison counties.

10:09:35 From Robin Stromgren : Robin Stromgren Building Bright Futures Bennington

10:12:44 From Jeff Forward : The value of these zoom meetings is the ease of participation. We have 85 people in this meeting from all over the state and nobody drove anywhere. Our select board meetings have never been better attended.

10:16:18 From Faye (she/her) VT Foodbank : I can hear fine

10:24:15 From Leslie Goldman : will these slides be available?

10:25:02 From (facilitator) Jon Copans, VCRD : Yes, we will make slides available after the meeting.

10:25:14 From (facilitator) Nick Kramer, VCRD : Hi Leslie. Yes. We can send these slides and any others out in a follow-up email.

10:25:15 From Judy Paxman : thank you!

10:26:07 From Leslie Goldman : might be helpful to have before the meeting so can take notes etc,

10:26:16 From Faye (she/her) VT Foodbank : Our job is to hold the space where those differing opinions can be shared!

10:26:41 From Faye (she/her) VT Foodbank : Loving this slide =)

10:27:26 From Lise Anderson : Online technical ways to do all this is what I need.

10:28:42 From Faye (she/her) VT Foodbank : Yes Lisa, like Mentimeter or other tools!

10:29:48 From Liz CURRY : setting group agreements or ground rules at the beginning can help manage levels of participation

10:33:00 From Lise Anderson : Do you do that chat saving etc. ahead during set up of the meeting or during the meeting itself?

10:33:45 From Steven Mason : And you will send us Delia's slides, too? Many THANKS in advance.

10:34:49 From Lynn Ellen Schimoler : I copy and paste the chat into a word document, then edit/clean up later. Microsoft Teams saves the chat, so I usually visit the comments after.

10:35:26 From (facilitator) Jenna Koloski, VCRD : Lise - the chat can be copied before you close the meeting or you if you are the host it is automatically sent to your zoom files on your computer

10:35:31 From (facilitator) Jenna Koloski, VCRD : I had to search for zoom in my documents to find it

10:35:44 From (facilitator) Jenna Koloski, VCRD : yes Lynn - you can certainly do it that way

10:36:06 From (facilitator) Jenna Koloski, VCRD : Thanks Liz - yes! Ground rules can be useful - especially when set by the group at the beginning together

10:36:53 From (facilitator) Jenna Koloski, VCRD : Lise (and others) if you need some specific guidance around the online tools I'm happy to help if you want to email me directly jenna@vtrural.org

10:37:22 From Judy Paxman : I just found out about this video series yesterday. Which booklet are you referring to?

10:37:28 From (facilitator) Nick Kramer, VCRD : <https://www.vtrural.org/leadership/guide>

10:37:37 From Anthony Capone : Government will now only use TEAMS.

10:37:49 From Judy Paxman : excellent - thanks

10:39:58 From Anthony Capone : I always do an agenda I will send out to the team and then my own agenda for points I want to hit with check in points.

10:40:47 From Judy Paxman : If you have questionable wifi (as I do) establish a co-host early. Then when the wind blows and you lose connection the entire meeting isn't sacrificed

10:41:43 From (facilitator) Jenna Koloski, VCRD : Great point Judy! It certainly feels less stressful to know you have backup

10:42:23 From Amy Cunningham : RE: inclusion for virtual meetings... would be interested to hear the presenters' recommendations and best practices for accessibility, especially re: visual and hearing disabilities

10:43:29 From (facilitator) Jenna Koloski, VCRD : Hi Amy! We have been in discussion with VCIL about this. We have advertised meetings with a contact email to let us know if interpretation is needed. They then have an interpreter service to help connect to someone to help

10:43:33 From Leora Dowling : I think it's important to sit up straight and to smile. Use an appropriate amount of energy, and speak loudly enough and clearly enough. This helps with keeping people engaged.

10:43:52 From (facilitator) Nick Kramer, VCRD : VCIL = Vermont Center for Independent Living

10:43:55 From (facilitator) Jenna Koloski, VCRD : zoom does have a closed captioning service - you can have people type or have a third party service, but an ASL interpreter is gold standard

10:46:52 From Amy Cunningham : Thanks! Yes the zoom closed captioning is pretty limited but works in a pinch (some weird and sometimes hilarious typos). We hired some live captioning services for some meetings. For vision impairment, am realizing that we should start sharing slides in advance as PDF for screen readers. Lots to consider!

10:48:18 From Faye (she/her) VT Foodbank : I wonder how white supremacy culture plays into what we're talking about here. Like how professionalism plays into that and how to combat that! Yes Delia, emotion is important

10:48:52 From Faye (she/her) VT Foodbank : Radical Candor!!!!

10:49:28 From Liz CURRY : re: white supremacy, group agreements can reinforce or change the culture

10:49:39 From Faye (she/her) VT Foodbank : For those who are interested:
https://ssir.org/articles/entry/the_bias_of_professionalism_standards

10:49:49 From Faye (she/her) VT Foodbank :
<https://www.showingupforracialjustice.org/white-supremacy-culture-characteristics.html>

10:50:14 From Judy Paxman : Making sure that you are hearing ALL voices and that people are comfortable attending is a huge part of meeting prep.

10:50:24 From Judy Paxman : Thanks for sharing that Faye!

10:50:37 From Lise Anderson : How do you take a poll and share results in zoom?

10:51:04 From (facilitator) Jenna Koloski, VCRD : Thanks for sharing this Faye - really valuable and important to consider, learn, and change in this work

10:51:13 From (facilitator) Jenna Koloski, VCRD : Lise - when you are host there is a polls option at the bottom of your screen

10:51:36 From Robert Oeser : Yes. Thank you Faye ... tension between Robert's Rules on germaneness and questioning assumptions? (something I've been struggling with)

10:52:13 From Jed Davis : Anyone using Roberta's Rules instead of Robert's Rules?

10:52:20 From Jeff Forward : Yes not social distancing, just physical distancing

10:52:42 From Faye (she/her) VT Foodbank : Jed. Do you have a link for Roberta's rules? I've never heard of this!

10:52:45 From Barbara Morrow : Thank you Robert Oeser. This could and perhaps should be a workshop unto itself. Certainly enough material to search our hearts and minds over.

10:53:22 From Lise Anderson : We work with folks who are not tech savvy or even familiar. So we will be training others in the basic basics so this is helpful. It lifts them out of isolation to feel capable in this world.

10:54:17 From Jed Davis :
https://www.goodreads.com/book/show/1683770.Roberta_s_Rules_of_Order

10:54:58 From Michelle McCutcheon-Schour : I need to jump off but this was awesome, thank you VCRD!

10:54:59 From Ann Lawless : Hoping attendees have ideas for meetings which are both online but some people who don't have computers are there in person, masked, social distancing.

10:55:00 From Steven Mason : TY, Jed.

10:55:02 From Amy Cunningham : Love this thread- have been thinking a lot about the "gatekeeping" and exclusion that Roberts Rules can perpetrate. I have seen it professionally and in my community service work

10:55:19 From Beverly Boget : I have to jump off at 11 but have really appreciated this first hour and glad that I joined in.

10:55:28 From Betsy Thurston : I have another zoom, but thanks so much for all of this great information!

10:56:08 From Julie Basol : I have another zoom as well. over-zoomed today. great presentstion

11:20:12 From Faye (she/her) VT Foodbank : That was so informative!

11:23:01 From Jeff Forward : I actually feel that online can help with moving meetings along. Being able to mute folks if a participant gets out of hand can be useful.

11:23:19 From Trish : Nick, your posting our headlines is really helpful. Hopefully, other facilitators will do the same. THANKS, Nick!

11:23:31 From Robin Stromgren : Thank you- but I need to leave for another meeting

11:26:11 From Monica Collins : Thanks everyone! I have to leave for another meeting. This was great.

11:26:52 From Jeff Forward : Our select board chair is really good at letting everyone feel the they have been heard on every issue. However, this can drag the meeting out too long.

11:27:20 From Darla Senecal : Thank you, great information. I have to leave for another meeting. looking forward to slides and chat

11:28:03 From Jeff Forward : A real plus to our on-line experience has been participation. While not everyone has been able to participate, many more people are participating than normal in-person meetings.

11:28:31 From Trish : I'm going to need to leave for another meeting. THANK YOU so much. Onward with CHEERS

11:28:39 From Carolyn Stevens : thank you all- gotta go to another commitment!

11:29:10 From Molly Stone : Thanks everyone!

11:29:29 From Anthony Capone : Great Meeting. Very Engaging.

11:29:32 From Faye (she/her) VT Foodbank : This was a wonderful and informative workshop. THANK YOU!

11:29:39 From Leora Dowling : What an excellent experience. Thank you! Much appreciated.

11:29:40 From Theresa Snow : Thank you! Great session

11:29:52 From Christine McGowan : Thanks everyone!

11:29:53 From Nancy Segreto : Very helpful, thanks!

11:30:03 From Faye (she/her) VT Foodbank : Also a good opportunity to connect with people we might not otherwise have met!

11:30:06 From Tom Warhol : Thanks, everyone. Have a great day!

11:30:10 From Lynn Ellen Schimoler : Thanks, Vermont Council on Rural Development. Appreciate your attention to an important topic.

11:30:12 From Tia Poalino : Thank you very much! Stay well everyone:)

11:30:20 From Lauren Jenness : Thank you so much! This was a great opportunity. I'm looking forward to the rest of the series!

11:30:24 From (facilitator) Elle O'Casey : VCRD, thank you for bringing us all together and giving us a chance to feel connected. This was a great session; thank you for hosting.

11:30:25 From Lise Anderson : This is so helpful; lots of people are struggling; skill building is empowerment and inspires us to act.

11:30:30 From Robert Oeser : Thanks

11:30:31 From (facilitator) Cary Brown : Thanks so much!

11:30:32 From Elisa Clancy : Thank you

11:30:33 From Judy Paxman : thank you - great meeting

11:30:33 From Matthew Miner : Excellent. Thank you