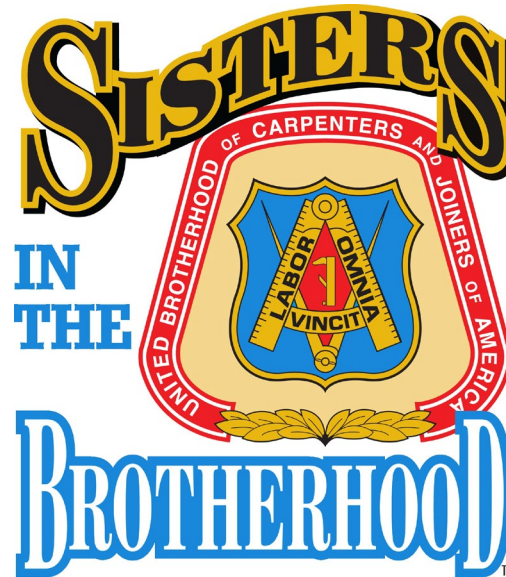


Sisters in the Brotherhood

Virtual Meetings Handbook

“Information to Help SIB Chairs Succeed”



Introduction

Due to various circumstances, Sisters may not always be able to attend face-to-face meetings. In other instances, your SIB Committee may have problems finding a location that works for everyone. As many of us learned in 2020, virtual meetings provide an opportunity to solve these problems as well as engage more Sisters.

This handbook contains descriptions of different types of Virtual Meetings as well as information about their usefulness and cost. At the end of this handbook you will also find a list of Tips For Conducting Successful Virtual Meetings.

Before planning and implementing any approaches in this Handbook, do the following:

Contact your Council for direction and assistance. Your Council may have already used these approaches and can offer guidance on their effectiveness, so you will not have to recreate the wheel. You must also contact your Council or Local if you want to use their Virtual Meeting platform.

Test the approach before the Virtual Meeting. With technology, many things can go wrong. So you want to make sure you are comfortable with the program. This is especially important if you will be viewing documents or using other functions such as polls or breakout rooms.

1. Consider the Pros and Cons of Virtual Meetings. In some situations, Virtual Meetings may be more effective than Face-To-Face Meetings or can be an effective way to expand who can participate. Virtual Meetings are intended to allow Sisters that cannot participate in person to join the meeting. With Virtual Meetings, consider things like:

a. Protocol – the rules you will need to follow during your meeting. There may be certain union required practices for opening meetings, closing meetings, etc. It is important to know these rules and have a plan for following them. This includes letting participants know whether or not they are allowed to record meetings.

- b. Purpose – the reason you want to hold Virtual Meetings. You may consider adding a Virtual Meeting component to Face-To-Face meetings or alternating Virtual and Face-To-Face meetings. Remember, the end goal is to increase participation and engagement with Sisters in your area.
- c. Inclusion – the approaches you will take to include everyone during the discussion. In a Face-To-Face meeting, you can see when others do not participate. There is also a greater opportunity for spontaneous input and a greater ability to gauge the reactions of Sisters. With Virtual Meetings, you will need a plan to involve Sisters during the discussion and have a way to ensure that everyone is involved. This Handbook contains a list of **Tips for Conducting Successful Meetings**. There is also a list of Meeting Resources located on the website (www.carpenters.org/regional-committee-resources).

We wish you much success as a SIB Committee Chair and we hope you find this information useful. If you have any questions, please contact your District Representative.

Canadian District

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In solidarity,

*The International Sisters in the
Brotherhood Committee*

Features	Webinar	Video Conferencing	Conference Call
Description	Allows meeting attendees to view presenters but not speak or be seen unless selected by the host.	Allows meeting attendees to talk to and see each other. With some of these platforms you may also use this to do polling, conduct breakouts and share your screen for viewing documents.	A simple way to allow meeting attendees to participate by phone.
Use	Useful if you want attendees to watch the meeting but not fully participate. This can be effective for very large groups where having all the participants visible would be too distracting.	Useful if you want attendees to fully participate.	Useful if you want attendees to hear the discussion and participate verbally. Examples include discussions to follow-up on a topic, to give feedback on an event or provide a general update.

Cost	Often requires licensing or subscription fees. Councils may have access to this.	While services such as Zoom have free versions, the features can be limited. You can check with your council to see if they have an account that can be used for your meetings.	There are free services available and the council office may be able to provide a number to use.
Technology	Attendees will need access to a computer/smart device. Attendees will need to get the meeting link ahead of time and be familiar with how to join.	Attendees will need equipment such as computer/smart device. This includes a camera and microphone.	Attendees may need access to a main “conference call” number and access code to join the meeting.
Platform	Zoom, Teams	Zoom, Teams, Google Meet, Webex, GoToMeeting, Skype, Life Size, Slack, etc.	FreeConferenceCall.com, UberConference.com, GotoMeeting, Ring Central

Resources for Virtual Meetings

Companies	Webinars	Video Conferencing	Conference Call	
<p>GoToMeeting</p> <p>Allows Attendees to call into a main “conference call” number to talk.</p> <p>The GoToMeeting (www.gotomeeting.com) website contains the following information:</p> <ul style="list-style-type: none"> • Instructions on how to start your 30-Day free trial • A Video that shows you how GoToMeeting works • The different Plans you can purchase • The Cost of different Plans • The number of attendees for Plans 	X	X	X	
<p>Skype</p> <p>Allows Free calls to other Skype users. Calls to landlines and mobile numbers cost a fee.</p> <p>The Skype (www.skype.com) website contains the following information:</p> <ul style="list-style-type: none"> • Instructions on how to use Skype • The Plan cost for calls to non-Skype users • The number of attendees for different types of calls – group call, group video call, and group screen sharing call 	X	X	X	

Resources for Virtual Meetings

Companies	Web Conferencing	Video Conferencing	Conference Call	Telephone Town Hall
<p>WebEx</p> <p>The WebEx (www.webex.com) website contains the following information:</p> <ul style="list-style-type: none"> • Instructions on how to use WebEx for Free • Several Videos that show you how to use WebEx • The different Plans you can purchase • The Cost of different Plans • The number of attendees for Plans 	X	X	X	
<ul style="list-style-type: none"> • Zoom: https://zoom.us/ offers free accounts for meetings hosting up to 100 participants for up to 40 minutes(ops keep first sentence) Polls and break out rooms can be used to engage participants. The council may be able to help coordinate meetings that need to be longer or have more participants. • While Zoom might be most familiar to people today, other services that can be used for this are Google Meet, Teams, and others. 		X	X	

Resources for Virtual Meetings

Regional Council & Personal	Web Conferencing	Video Conferencing	Conference Call	Telephone Town Hall
<p>Cell Phone Conference Call or Video</p> <ul style="list-style-type: none"> • The presenter initiates the call using a cell phone, then adds attendees by dialing their numbers. • Considerations: <ul style="list-style-type: none"> ○ Contact Carrier to verify process and limits on number of callers that can be added during the conference call. 			X	

Tips for Conducting Successful Virtual Meetings

Before the meeting

1. Discuss trivial issues by email the week before the meeting. This can help keep the meeting focused on the most important issues.
2. Prepare an agenda – consider the following approaches:
 - a. Include an overall time for the meeting. It can also be useful to include time limits for each item on the agenda.
 - b. Set a reasonable agenda that includes two or three main goals/topics. If you only have 30 minutes for the meeting, it is unrealistic to plan to cover 10 topics.

Also, you do not want to always go beyond the scheduled time period. Participants will have devoted a certain time for the call and they will be frustrated if you always schedule 30 minutes but the call always lasts 60 minutes.
 - c. If topics will be covered by certain participants, contact them before the meeting to verify time needed and to ensure they are prepared.
 - d. Email the agenda at least two days before the meeting. This will give participants time to review the topics and prepare.
3. Get a volunteer who is willing to take notes during the meeting. This should be someone who will not be required to make major contributions during the call.

During the Meeting

1. Open meeting early and welcome folks as they arrive in the meeting. Then, do introductions. You can do this bycalling on each person by name or have them pass to another person. If you have a large group you can do introductions via Chat and/or in smaller breakout rooms. Follow the agenda – consider the following approaches:
2. Appoint a timekeeper. That person can let you know when time limits have been reached for each topic. She can also let you know when you have 5 minutes remaining for the meeting.
3. If someone diverges onto a long tangent, respectfully bring the conversation back on track. For example:

"Shirley, although your point about the lack of female training instructors is a good one, our goal for this meeting is to plan for the Labor Day rally. Perhaps we can make time for the female training instructors discussion after we complete our agenda items."
4. If you run out of time, ask the participants if it is OK to add 5 or 10 minutes. If there is some objection or if thecall will need to be extended for quite a bit of time, put those items on the agenda for the next call.
5. If certain people are silent, call on people specifically who haven't spoken throughout the call by saying things like:

"___, what are your thoughts?" "___, do you have anything to add?" "___, how does that idea sound to you?"

At the End of the Meeting

1. Take 5 minutes to recap by summarizing agreed upon actions.
2. Schedule the next meeting, or remind everyone of the date if it is already scheduled.

After the Meeting

1. Send meeting notes to Participants, Local, Council etc. no later than one week after the meeting.

SIB Website Resources (www.carpenters.org/regional-committee-resources)

Below are a few items at the SIB website, **Resources for SIB Committees** section, that can assist you in conducting Virtual Meetings:

Website Group – Getting Started & Managing Meetings

1. Chair a Committee
2. Meeting Checklist
3. Sample Meeting Agenda
4. Tips for Taking Minutes at Meetings
5. Implementing an Agenda
6. 11 Sample Agendas for Committee Meetings
7. Robert's Rules of Order
8. Using Web Site Resources

Website Group – Involving Sisters & Supporting Development

1. Ways to Involve All Sisters in SIB Committees
 - a. Committee Tasks
 - b. General Task Sign Up Form
 - c. Specific Task Sign Up Form
2. Using Members for Committee Operation