

# Meeting 10.14.21

Recording [HERE](#)

Slides [HERE](#)

- New volunteering recruitment  
(00:00:49 - 00:28:00)
  - Rachel introduced 2 brand new volunteers to our committee:
    - Morgan Matthews (based on TVMDL) was online and introduced herself. She will work with Jim Britt handling RACE submissions and roster spreadsheet uploads.
    - Jason Thornton (JPC): he moderated the most recent Galveston meeting, which was extremely smooth and successful. He is interested in moderating some seminars. *(10/19/21 note: I'm chatting with Jason tomorrow to go over the details about the volunteering work and more news/changes will follow!)*
  - YT organization
    - Due to the recent high volume of video uploads, we need to better arrange our videos into clear Playlists and hashtags to facilitate navigation and search.
    - Rachel, Rafa, Jey, and Bruce contributed to the organization brainstorming, and some strategies we (Fabio, Laura, and myself) will follow up with is to create 1) playlists based on webinar category (ex: Free Friday, Portuguese, Spanish); and 2) hashtags including #main theme, #speaker's name, #organs

system, #animal species, #year.

- Stats representative
  - Peres Badial is our current volunteer who tackles data compilation about our Zoom webinars on a monthly basis. He is extremely busy with this residency routine, so he has limited time to go over the data and share them with us as a group.
  - We will probably need another volunteer to go over Pere's data presentation and summarize it for us during one of the Committee's monthly meetings.  
*(10/19/21 note: either current volunteer - any takers? Please notify me - or a new person).*
  - Rachel will get back to Peres to clarify some confusing webinar numbers in the most recent compilations.
- Website (events/memberpress)
  - Laura Setyo's contact, who maintains the British Society of Veterinary Pathologists, could be a good source to teach some of us how to extract the full potential of syncing webinars broadcasting with the website *(10/19/21 follow-up: Laura's contact is currently busy and won't be able to help us).*
  - Rachel will prepare an announcement to ask for volunteers knowledgeable on that field AND look for hired professional assistance at the same time.
  - Jey and Rachel summarized some of our current needs:
    - Webinars on demand, syncing with social media, automation of certificates, reminder messages, contents restricted to members/registrants, etc.

- Blog posts
  - We discussed pending / potential posts to be added: Awards Ceremony, monthly image award (some info about the winner), contests announcements, volunteering callouts...
  - Another tool to explore with Event Promoter is a notification to be sent to members when a new blog post is available.
- Link about the volunteering work on the website
  - We agreed that having a direct form can be tricky and trigger an impulsive fleeting decision for volunteering.
  - Eileen suggested we can post a more descriptive and realistic announcement about what our volunteer entails. We agreed this was a great idea and Rachel will work on a blog post about that.
- Jey brought up the idea of having a sole volunteer to be the "liaison" between Paco/Jey and the speakers set up for future seminars. That person would be responsible for:
  - Keeping track of form entries and make sure speakers fill the form out in a timely manner.
  - Communicating with the Graphics, RACE, and moderators/host teams about webinar title, date, hour, CVs availability, headshots, etc.

*(10/19/21 note: either current volunteer - any takers?  
Please notify me - or a new person).*

- Zoom registration page

(00:28:00 - 00:35:52)

- Since some speakers request information about who is registered for their courses/seminars (trainees, certified

pathologists, clinicians, etc) before the event takes place, we decided to include the specialty information on new Zoom registration links as an experiment. If this is not useful in the upcoming months, we will drop it.

- Eileen brought up an interesting point about potential bias on registrants/attendees' specialties between registration vs. surveymonkey entries. And it would be curious to compare those two and confirm if they match or don't.

*10/19/21 note: Surveymonkey folks (Bianca, Sofia, or Neha): would be able to go back into this past semester's Tuesday seminars and draw a trend about attendees' specialties?*

- Stats task

(00:35:58 - 00:36:35)

- We already discussed most of it in the aforementioned volunteering recruiting subtopic

- Review of host/moderators roles

(00:36:35 - 00:39:34)

- The host's technical role was re-emphasized, and a heads-up about an ongoing Zoom glitch (frozen screen, inability to control buttons...) was shared.
- Moderators should share their screen with the [copyright](#) clip (autoplay repeat mode) while delivering housekeeping announcements. They may unshare it when introducing the speaker.
- Hosts should forward the video recording link email to the video editors, and download/upload the proper Zoom reports for the certificates team.

- Course/webinar reviews

(00:39:35 - 00:40:24)

- We didn't have the summarized evaluations entries at the moment of this meeting.

*10/19/21 note: Surveymonkey folks (Bianca, Sofia, or Neha): can we have September + October evals summarized by our next monthly meeting?*

- Paco's special request

(00:40:32 - 00:41:55)

- We needed to check the Zoom screen sharing glitch (where the slide frame gets cut off in different ways depending on how you share your screen).

*10/19/21 note: Rachel contacted Zoom support and this seems to be linked to Powerpoint settings. Here is the troubleshooting shared by the Zoom representative.*

- Additional comments?

(00:41:57 - 00:45:12)

- Bruce and Paco kindly announced the 2021 Davis-Thompson Foundation's Barbara Jean Thompson Service Awardees: Rafaela de Negri and Rachel L. Autran L. T. Neto.
- This was the first time the award had more than 1 recipient and, for that, Rafaela and myself are extremely grateful. However, we re-emphasized the webinar committee's achievements are a product of a fantastic team effort from phenomenal volunteers around the world.

- Committee's Meeting ended: 00:45:54