Meeting 11.4.20 Agenda

Recorded meeting

Topic: November Webinar Committee Meeting

Start Time : Nov 4, 2020 03:56 PM

Meeting Recording:

https://us02web.zoom.us/rec/share/JDEejghlajdNAA7ZrwhckHLqBq6RPxts1Ecq eco2x8E0mae8jDOrKUFPygLCbVwQ.gDKgVpdmlZYx6QO_

➔ We have a new volunteer joining us: **Javier Barrera Zarate!** He is from Colombia, currently in Saskatchewan, CA. He'll be slowly exposed to some of our activities and then be allocated to specific tasks down the road. **Welcome, Javier!**

➔ New forms for authorization of recording, rebroadcasting and image usage to be implemented
  ◆ Rafaela provided a model for the form and, during the meeting, our volunteers provided several inputs about the legality of some terminologies.
  ◆ We incorporated the suggestions and a new version of the form was formulated. The document was sent as an attachment with this Meeting Minutes to our serv.list (sent on 11.5.20), but it can be accessed here.
  ◆ We please ask you to go over the document to make sure it makes sense and covers all legality issues.

➔ RACE credits to be incorporated for Friday webinars

- ◆ Jim Britt will help us with this, but the idea is, once we have the calendar set up for a certain month, we'll submit all Friday webinars of that month as a batch in a single RACE application.
- ◆ Attendees will get 1.5 RACE credits.
- ◆ We'll start in December **2020**.
- ◆ Brigid, Sofia and I will work along with Jim Britt to get the applications done.

→ RACE application changes
- ◆ We now need a short c.v. **OR** a biosketch from each speaker in order to submit for RACE approval.
- ◆ Since those are time sensitive (i.e., if we don't have that document, we can't move forward with RACE submission), **Paco will be the one asking these files when he first contacts the presenters (that way, we'll have it faster).** Thanks for your help, Paco!

→ Certificate name change (Autocrat job):
- ◆ This was an idea proposed by Connie, which was great!
- ◆ From now on, we will name the certificate file as

> **Certificate_<<Last name>>_webinar title_date.pdf**

- ◆ That way, attendees can easily track files in their email box or computer folders.
- ◆ Please note that whoever is creating the Autocrat job needs to manually type the actual webinar title AND date. The <<Last name>> will be filled automatically by Autocrat.

→ Moderators responsibility revisited
- ◆ Paco will be the one asking for the Learning Objectives (LO's) now (at the same time he asks for the c.v. or biosketch). That way, we have the LO's faster than if a moderator would do it.
- ◆ Therefore, moderators now need to:
  - ● Send the **Code of Conduct**, ask it to be signed and sent back to them.
  - ● Send the new **License Release form** (currently under final review)
  - ● **Prepare a brief summary of the speaker's c.v. or biosketch** originally sent to and forwarded by Paco (all these will be allocated in a designated folder in Drive) that will replace the Bio, which will be then **presented orally during the webinar** by the moderator.
- ◆ Pose a deadline to the speaker (suggested 1 week) to return with the documents.

◆ Please, keep uploading all documents you have into the proper Drive folders so we all have the files in case of an emergency.

➔ Attendees archive
◆ I'll get in touch with Mike Dark (IT guru) to see what we can do in the future to optimize attendees' record and video access tracking.

➔ Mass mail tool
◆ We'll use Mailmeteor (paid google spreadsheet Add-on) whenever we need to send out mass emails to registrants or attendees that don't require a customized certificate.

➔ Activities sync app
◆ Rafaela brought to our attention two apps that can help integrating and optimizing functions: Zapier and IFTTT
◆ She's been experimenting with these for social media and other tasks
◆ Feel free to explore those and use at your discretion.

➔ New certificate template
◆ We'll work with Jeann for a revamped certificate, especially now that we'll incorporate RACE credits in December 2020 Friday webinars (which require a special certificate template)