

Virtual Meeting Committee

Members: Butch G, Mike S, Luis O, Marc L, Patrick G, Rob S, Elle, Mike R.

Since the Denver meeting, the Virtual Meeting Committee has been actively working across several key areas in preparation for the implementation of Virtual Trustee Meetings.

Registration & Payment Tracking. The Committee has been developing a framework for a Virtual Trustee Meeting Registration Database, including a dedicated registration/sign-up page, a system for verifying Trustee payments in coordination with the Board of Regents and ISO, and a participant identifier system that would distinguish between attendance levels (attendee, past Trustee, current Trustee, and Executive Committee member), with potential provisions for identifying participants requiring translation access.

Platform & Technology Infrastructure. The Committee has reviewed requirements for virtual meeting platform hosting, including the need for dedicated email accounts and Multi-Factor Authentication provisions for Zoom host accounts. Discussion has also focused on the implementation of ElectionBuddy for virtual voting, including billing provisions, vote tabulation reporting protocols, and confirmation that confidentiality requirements for elections (e.g., Regent and Executive Committee elections) can be met. Similarly, the Committee has reviewed the Wordly and BoostLingo translation platforms, including operator access, billing provisions, and protocols for ensuring that foreign Trustees have meaningful opportunity to participate in discussion prior to votes being called.

Budget: Zoom \$2,500.00 Election Buddy \$800.00 Translation \$650.00 **Annual cost per Trustee** \$125.00. Zoom Costs are on an annual subscription. Election buddy and translation costs are for a set number of transactions which may increase or decrease depending on the number of transactions per meeting. After the first year of subscription the cost per trustee will be adjusted according to actual costs.

Meeting Engagement & Documents. Work is underway on digital tools to support active meeting sessions, including document accessibility within the Zoom environment, a fillable digital motion form, and a Robert's Rules icon template, with attention to visibility and real-time communication of floor actions to the meeting chair.

Moderator Structure. The Committee is developing a draft Moderator Proposal outlining a pool of up to twelve moderators (potentially more) covering pre-meeting support, platform access assistance, Executive Board liaison functions, active session monitoring, document handling, and translation support.

Governance Review. The Committee has begun reviewing the Guidance Code and Rules & Procedures to identify provisions that may require clarification as Virtual Trustee Meetings are implemented. One noted example: the current Guidance Code provision permitting absentee voting as qualifying attendance for foreign Trustees applies to physical meetings only and will need to be clearly communicated.

Trustee Website. The Committee is also working to ensure that the Trustee Website's Virtual Trustee Meeting support page is kept current as protocols are finalized, and is identifying a primary manager for maintaining that page on an ongoing basis.