

## **Video Meeting Format Committee Report March 2016**

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The committee continues to meet once each month via conference call and through the use of a screen-sharing program.

For this month, the committee met with the sole purpose of coming up with a preamble for the website that will act as a platform for the initial meeting video and hopefully others, with BOT approval.

The process being used is independently submitted versions of what the preamble should contain and the message being delivered. The committee then visually discusses each submission on a collective basis and comes up with the decisions of what is going to be used for the final version. What we are left with is key items that are then to be compiled into a final format.

The committee is next expected to collect the room procedures from each of the committee members. This will form the basis of a suggested room format incorporating best practices. This step will happen during April.

As all this material comes together, it will provide the committee with the beginning part for scripting the video using non-GA members. We do not have any anticipated projection date for completion of this project, but we know at the outset that this was a long-term situation.

Members of the committee are still motivated to completion of our individual steps necessary to meet the goal of what the committee was charged with doing.

Submitted by,  
David M. – Video Meeting Format Chair