

Debrief of Congregational Meeting via ZOOM

Note: The Guidelines prepared for this meeting will be attached as an addendum to these notes

What worked well

1. Detailed pre-meeting papers distributed
2. Non anxious Moderator
3. Non anxious team – with most in one place.
4. Pre meeting catch up for technical team and Moderator important
5. Team demographic
 - a. good number, 6-7 people
 - b. Diverse representatives in terms of skills, knowledge of church
 - c. Scrutineers independent and trusted by all age groups
 - d. Core roles identified
6. Agenda
 - a. Basic headings
 - b. All team used headphones
 - c. Controlling the mute button centrally
7. Asking people raise hands better than using the electronic hands which are hard to detect

What didn't work so well

1. Hard to determine movers and seconders - have one person assigned to identify these people
2. Instructions should have been given about lodging apologies pre meeting
3. Need to give instruction about speaker view/gallery view
4. Double check phone numbers
5. Difficult to 'guess' who were joining by phone – need to determine more definitively who will be via phone as not all people did and some registered but didn't join in or apologise (4/5 in number)
6. Find a way for registrants to let organiser know they perceive they haven't received details to link in. Some went to SPAM. It would be helpful if people kept to registration deadline for this reason.

General

1. Double check phone numbers; consider having a backup system for contacting someone when phone numbers don't appear to work.
2. While not an issue, need to watch who is using chat function
3. Ensure all using ZOOM have updated version – needs to be part of the pre meeting material; suggest people test their connection.
4. Good to be able to manage people's anxiety – having a Moderator who remained calm was very helpful
5. Need to keep working on the Rolls ensuring people understand the importance of identifying as a member or associate members .
6. Registrations were around 50% +/- What were the barriers – ZOOM meeting, the need to use technology, was the format of the meeting a barrier?

Council Clerk

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