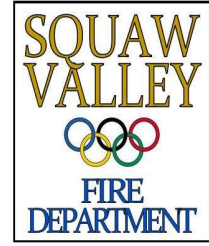# SQUAW VALLEY

PUBLIC SERVICE DISTRICT

Guidelines for Using GoToMeeting for SVPSD Committee and Board Meetings:

Before the meeting:

- GoToMeeting can be used in a web only application, on mobile devices, or as a desktop version. The desktop version is recommended as it has the most functionality. More information is available here: https://support.goto.com/meeting/help/download-now-g2m010002

To Join the Meeting:

- If possible, please join the meeting on your computer as well as calling in. You will be able to hear and participate in the call if you do not have access to a computer, however, joining via computer will allow greater functionality such as webcam, chat and having a name associated with your caller-ID, all of which will help the organizer. Please join via the computer first, and then join the audio.
    o For the 3/31/20 meeting, join using this link: https://www.gotomeet.me/SVPSD/33120-svpsd-board-meeting
- Audio quality is best if you call into the meeting using your phone, rather than joining via computer audio.
    o For the 3/31/20 Board Meeting, the phone number is: 1 (646) 749-3112
    o You will then be asked for an Access Code: 146-370-749
    o Please then enter your Audio Pin, which is a unique number given when you join via the computer. If you choose not to use your computer for this meeting, press # when prompted for your audio pin.

Controls:

- Video is available if you have a webcam. The default is for video to be off, there is a tab at the top of the control panel titled "webcam" to control your video. It would be great if staff and the Board can be prepared to share video.
- Mute/Unmute – Please mute yourself when you are not speaking. If needed the organizer can also mute/unmute you to keep order for the meeting. You can do this using your phone's controls or using the controls on GoToMeeting.

Board Discussion:

- Board President, Dale Cox, will run the meeting as usual. After staff introduces the item, Directors will give comment one-by-one. We will call on each Director for comment so that everyone does not try to speak at once.

Public Comment:

- If you have a question or comment, please type into the Chat Window "I have a comment," or you can type in your comment directly. After the Directors have discussed the issue we will move to public comment and will call on attendees one-by-one to provide comment.
    o Click the Chat icon 　 in the upper toolbar.
    o Use the "To" drop-down menu to select the recipients of your message (select everyone or organizers).
    o Enter your message in the text field, then click Send
- After we have addressed all public comment sent via chat, we will unmute all attendees to ensure there is no further public comment before closing public comment.

Motions:

- All motions will be taken by roll call vote.

GoToMeeting Support:

- Additional Information on GoToMeeting can be found at https://support.goto.com/meeting?c_prod=g2m&c_name=desktop