



**Ontario Provincial Council
The Catholic Women's League of Canada**

Recording Secretary



Directive #1

February 12, 2021

To: Diocesan Presidents and Diocesan Recording Secretaries
From: Joanne Hough, Ontario Provincial Recording Secretary
Cc: Archbishop Marcel Damphousse, Ontario Provincial Council Executive and National Secretary-Treasurer

Year of St. Joseph

Courageous Joseph, advised by an angel,
you confront your fears of the unknown.
Your light shines brightly, penetrating the
dark corners of your being. Your fears dispersed,
you rediscover your true face, and actively
participate in the divine project reuniting
mother and Child, and the people with their God.
Together with Mary and Jesus, you dwell in the love
of God.

St. Joseph's Oratory of Mount Royal

It is a pleasure to introduce myself as the Ontario Provincial Council Recording Secretary. My name is Joanne Hough and I am a CWL Life Member from Lindsay, Ontario. It was a pleasure to be asked to serve in this role that assists the OPC Executive and the Provincial Diocesan Secretaries. I, like many of you, have made some major adjustment based on the COVID restrictions that have been put in place. Change takes courage and a good dose of hope for good results at the end of the road. COVID restrictions have moved us to give service and do business very differently.

Zoom and Go ToMeeting are two pieces of software that have been used by several councils to provide an opportunity for a virtual meeting with their executive and councils. As a recording secretary, the ability to access a recorded version of the meeting has been very helpful. Over time, there are a few *Tricks of the Trade* that have developed to make the meetings more user friendly. I have gathered a few tips for your consideration.



Virtual Meetings

▪ **Prepare for the Meeting**

- Warm up your computer and 10 minutes ahead of the meeting, check the e-mail message that contains the link to the meeting. Make sure you know who to contact (Administrator) should the link not open to the meeting.
- Take a minute to set your device up so you are seated comfortably, but also, so others can see your head and shoulders clearly. You can use items like large books to lift the computer and provide a good video image.
- Check your computer to make sure your sound is on fully. Most machines have at least 2 buttons that control volume. Earbuds or a headset are great ways to enhance the sound on Zoom.
- If your internet signal is a challenge, you may need to close your visual picture via the video button and such action will boost your audio.
- Lighting is very important. Having light come from behind you is important unless it is sunlight – close the blinds.

Protocols

- Everyone's microphone will be on, so please try and avoid background noise, including noise close to your devices microphone (rustling paper, etc). If necessary (e.g. someone at home talks to you or your phone rings), please mute yourself until you are able to join the conversation again. Use the microphone to toggle in and out of mute/unmute.
- If you need to leave the computer, close the video stream until you return. Your name will be on the screen as a place maker until you return and reactivate the video screen shot.
- Take 5 regularly! It is important to take short breaks through out a zoom meeting that is greater than 30-40 minutes in length. Avoid trying to push through. If the moderator does not give a break, turn your video off. Your place in the meeting or program will be there. Stand up, take a stretch, get a drink of water. It makes a difference and has shown to increase attention of participants.

What Participants Can Expect

- You will be welcomed by the meeting by a host/hostess who is often the president or administrator of software.
- As recording secretary, you may be asked to take a visual roll call as the participants face and/or name will be on the screen. This strategy will save everyone time.
- The agenda for the meeting should be complete. Add any additions or omissions at the beginning of the meeting.
- The agenda should have a few protocols listed for participants as a reminder:
 - All stations will be muted except for the presenter or acknowledged questioner
 - A raised hand will be the signal that a person wishes to speak or ask a question
 - A member will acknowledge the persons who indicate they wish to speak
 - A member will acknowledge and announce the name of a seconder
 - A thumbs up will be the signal for "in favour".

- Keep the business in the meeting tight to the agenda. Leave time at the end of the meeting for members who wish to socialize.

Virtual Meetings can also have a social purpose. Zoom will allow a larger group to break into smaller groups for discussion. Social meetings have helped members to feel more comfortable with virtual meetings.

Consider...

A Coffee Hour or Half/Hour -bring a coffee to sip!

A Happy Hour -bring a beverage of choice and toast the day!

A Prayer Service -bring your prayer list!

A Memorial Service for Members Who Have Passed -bring prayer and remember!

A Retreat –Bring your power of reflection.

A Speaker –Gardening tips, a book club author, a fashion show, a great cook

A Presentation -100th Anniversary – history of your council, looking back, celebrating.

A Lenten Journey -invite your spiritual advisor.

I would be pleased to hear of other ideas for gathering from you! You can contact me at hough.jandb@gmail.com or 1-705-324-4491

You may already have such protocols in place. You must match your own councils and how they feel the most comfortable meeting virtually. Communications is an important key to people feeling comfortable with change.

St. Joseph...

Help us to rediscover the united core of our identities,

beyond all internal fears.

Counsel us so we may build a better world to welcome

the coming Kingdom.

Shed your light on our inner lives that, freed from the

grip of our fears, our decisions may be founded in Love.

May the face of God shine on us!

Amen.

St. Joseph's Oratory of Mount Royal

