FOR GROUP LEADERS  
How to use this June Action Sheet

Our 2020 Virtual Conference on June 13 will take the place of our usual Saturday National Call and will last four hours. You may want to adjust the date or time of your chapter’s online gathering so that your volunteers can attend.

Things to do before June 13 - in advance of our 2020 Virtual Conference

● Make sure your volunteers know the plan for your online chapter meeting this month.
● Encourage your volunteers to register for the June 13th conference, a June 14th Sunday seminar and the June 18th party. There is a template email in this Forum post that you can copy, edit and send to your volunteers.
● Check in ahead of time with whomever is coordinating lobby teams for your June virtual lobby meetings so that you can share an update during your online gathering and solve any problems that may exist. Whether they are on a lobby team or not, everyone is welcome to watch the recordings of Danny Richter’s May 28 and June 11 webinars to be up to speed on our lobbying advice. For more information on lobbying this month, see, Preparing For CCL’s June Conference & Lobby Day.
● If you aren’t meeting as a chapter this month, send out this Action Sheet and encourage people to do the two actions, the bonus action, and breakout room exercise on their own. Here’s a short online version of this Action Sheet for convenience.

Sample agenda for your online chapter meeting

1. Invite a few people to share something exciting from the program of our Virtual Conference - 5-10 mins
2. Invite folks to share an action they have taken since the last meeting - 5-10 minutes
3. Use Zoom Breakout Rooms to do the breakout room exercise in the Action Sheet - 10 minutes
4. Do the two actions and the bonus action in the Action Sheet - 5-10 minutes each
5. End with each person stating what actions they will take in the next month - 5-10 minutes

Additional video conferencing security tips for managing your chapter’s online meeting

● Recruit two co-hosts to help run the call, one to monitor the chat and the waiting room, and one to monitor participants, unmute attendees for Q&A, and check for inappropriate names/videos to remove. Be ready to communicate with your co-hosts via text or instant messaging in case a problem arises.
● If you disable muting, explain how attendees can raise their hand to ask a question or ask in the chat.
● If an uninvited attendee disrupts your meeting, keep talking to keep the video focused on you, “Remove” the attendee, and lock the meeting or enable the Waiting Room.

You can find detailed guidance on CCL Community’s Practicing Video Conference Security training page.