



Managing your Zoom meetings

- Keep a calendar on the guild's website so members have an easy place to find what's going on.
- Make a video reaching out to "missing" members.

Record via zoom (set the member speaking on spotlight) and have regularly attending members say something about how they miss the members they haven't seen and talk about a great zoom experience. Save the video and post on your blog or Facebook page.
- Try a variety of times to meet outside of regular guild meetings to accommodate different schedules or send out a poll using a free polling service such as surveyplanet or surveymonkey.
- Set a zoom meeting for "registration required" so that members get reminder emails one week, one day, and one hour before event. You can customize those emails for your guild.
- Set an agenda for the meeting, share it with the attendees and stick to it!
- Encourage participation but keep your meetings on track. Be mindful of not letting members monopolize conversations and stray from the current topic.
- Consider training two members who are designated as moderators or hire a moderator.
- Control the audio! As the moderator of the meeting you have complete access to all the Zoom controls. Make sure you know where the "mute all" button is and how to mute attendees who forget or don't know how to do it themselves.
- Giving more than one person control of Zoom: set up an email account for the guild and use that as the main email for the zoom account. Then multiple people can use that email and password to set up zoom meetings.
- Use the spotlight feature: This can be very helpful especially if your meeting has a lot of attendees. The host and co-host have the ability to spotlight. Hover your mouse over the 3 dots of the speaker you want spotlight and select spotlight. You can spotlight more than one attendee at a time.
- Remember: just because you've always scheduled things one way, doesn't mean you have to continue. Consider holding your workshops spaced a little further from your general meeting to give people more time to sign up after seeing the speaker and to avoid zoom fatigue.



Engaging your members during Zoom meetings

- Have an enthusiastic leader for each zoom meeting, even for small sessions.
- Use breakout rooms as an icebreaker to encourage interaction between members that may be shy or haven't had the opportunity to meet before. Give them a question to answer to start them off. Information on how to use Zoom breakout rooms can be found here: <https://blog.zoom.us/using-zoom-breakout-rooms/>
- Schedule meetings at different times of day to accommodate a variety of schedules.
- Use polls to make group decisions, ask silly questions, choose a teacher for next year. Information on how to use Zoom polls can be found here: <https://blog.zoom.us/3-ways-to-use-polls-in-meetings/>

Hold a virtual raffle:

- Collect items for raffles and post a photo on your Facebook page or blog.
 - Use PayPal to collect raffle ticket payments or tell members to send a check that must be received 2 or 3 days before the meeting.
 - Put the names into a hat and randomly select the winners during the meeting.
 - Arrange for a no-contact pick up or send the items to winners via USPS.
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- Member Spotlights. Give 15- 20 minutes and let them do a slide show showing their "journey". Don't wait for members to volunteer to do a member spotlight. Reach out and ask them to do it.
 - Do a dual spotlight of one veteran member and one new member.
 - Have a mini-show of member's work done in a previous workshop.
 - Special door prizes to entice people to attend the meetings on Zoom.