

Due to current circumstances we are forced to have the April Planning meeting on line. We are trying the service of WEBEX. In order to participate in the planning and other future meeting until the crisis passes a few things need to be learned. You can attend using you cell phone, tablet or desktop computer. A few days before the scheduled meeting we will send a message to all brothers containing a "[click here](#)" link and text string version to access the meeting web site. This will be your ticket to the meeting and only good for a specific meeting date and time.

Prior to the first meeting a few things need to be checked. Concerning your desktop computer, do you have a microphone, speakers and camera? Are they working? If only the speakers and microphone are working you can still attend and participate, just not see the presenters. If you do not have a microphone or camera, I suggest using your smart cell phone as these devices are all equipped with camera, speakers and microphone.

The process is different for desk top, laptop or tablet computers. The meeting invitation will have a "[CLICK HERE](#)" to access the site and specific meeting. A text link will also be presented. Copy and Paste the text link when requested or use the click here. Any required programming will be available from the hosting site. Depending on the operating system the location of the programming file will appear in different places on the screen. There will also be a box in the middle of the screen with a direction to click here to begin down load. Either method is correct. Once downloading and installation is completed a box will appear to type in your full name. We have too many with the same first name to identify only by first name. If you used the [click here](#) button you should be directed to the meeting site, look for a **join meeting** button. If you did not use the [CLICK HERE](#) Button look of a text line **JOIN MEETING**. Click on the words you will be shown a box asking for the text link, paste the link here. You should than be asked for your full name and email address. Once entered the meeting window will open. If everything is working, that is all that need to be done except to wait till the meeting starts.

Cell phones are a slightly different process. I phones and android phones will require an application from the APP store. Navigate to the store that supports your phone and locate the WEBEX application. Load it and you will be ready. Joining the meeting will be similar to the desktop process. The invite will have the" [click here](#)" link and a text line. If you have email on your phone the CLICK HERE will work but if not you will need to cut and paste or type in the text string to access the meeting site.

This downloading of programming is a one-time event. Every meeting thereafter will use the same programming. The invite "[click here](#)" will be unique for each meeting. We intend to send the invitation several days before the meeting to allow time for you to work out the process and issues presented by your particular equipment.

The cell phone option is the easiest but it also has the smallest screen. There will not be any documents shown on the screen at the planning meeting except for the agenda. The Planning meeting agenda will be included with the meeting invite.

I understand that this is new and different. As true as that is, it is also true that we are walking down a path new to everyone. The business of the council needs to be conducted. Plans must be made for future events, candidates for next year's council offices must be proposed, presented and voted upon before the end of June. Will this current situation be resolved by then, I don't know.

See you at the Planning meeting on April 2nd 2020

GK Dick