Triangle Insight Meditation Community

Board Meeting Minutes

Saturday, May 21, 2022

9:30am - 11:30am

Present: Board members - Ron Vereen, Cynthia Hughey, Leah Rutchick, Cornelia Kip Lee, Marian Place (note-taker); *Absent:* Martin Steinmeyer. *Sangha members -* none.

<u>*Action arising from this Board meeting*</u>*:*

For June meeting, board members will each review contents of assigned website pages in order to make recommendations as to what content from that page and its linked materials should be archived or not.

<u>*Note*</u>*: June's Board meeting will take place a week early, on June 11 at Noon.*

1. **Minutes** from 4/9/2022 meeting approved.

2. **Board Welcome:** Cornelia Kip Lee was welcomed to the Board as a new member.

3. **Hybrid Meeting Technology explored**

Ron presented about his meeting with Lee at Custom Light and Sound (CLS). The following plan represents a cost-saving over the first plan from Lee that Ron presented. Lee discovered something new: Zoom will not accept any signal that comes from an encoder, which converts the AV signal from the camera to the computer. A tech guy at a church informed Lee that a audio capture card can be used instead:

Latest CLS Plan:

>Keep the camera recommended (the camera will show the whole group present; this will appear on a thumbnail on screen that people can enlarge). Camera picks up the audio feed that we have on a sound system (e.g., from mixer), sends it to video card, which plugs into USB on our computer. It will then make both audio and video available and they will show up on Zoom as they do now. The recording on Zoom is the same.

>Our speaker, if adequate, can be sent into a mixer (the mixer is the NotePad8 item on the CLS estimate).

> Under this plan, we can dispense w/the LED monitor.

When it comes time to start the meeting, turn off anything that doesn't need to be running.

This plan's set-up doesn't need to be permanently installed. Lee will be present when we first set the system up (his fee for that: $250). Lee says this plan offers production-quality equipment.

Lighting: We may need a light set-up – on stands that can be disassembled; Lee said it's going to be more light than we're accustomed to, but it's important.

Cables: Lee will set up a cable system where everything's together and marked. Then, when we set up, each cable will divide out and go where it's needed.

Upload Speed: EC has 11.7 mgs of upload speed, which is above the minimum of 6 mgs needed for this plan.

Budget: This change in Lee's plan takes cost from about $4-5,000 to $2400 + $250 (Lee's fee to be at EC) + mics. We can get lavalier mics ($450 for an undisclosed quantity). Rather than lavaliers, however, Lee recommended a headset mic ($450) and one or two remote mics for audience ($350-400 each; two of these might be a good idea so we don't lose time passing one mike around.) Ron thinks we are well within our $8K budget. (The new estimate for this updated system from Lee is in the email Ron sent out on Friday 5.20).

Volunteers needed: To implement this plan, we will need 2, or sometimes 3, other people: 1 person to work the joystick on the camera to keep the camera's rotation smooth; 1 person to work the mixer. The 3rd person would come into play when a remote teacher needs someone to run the Zoom. An instruction sheet will be needed for the volunteers. And, a remote participant would need to give us feedback on the audio level.

Questions:

Re the laptops we use, do we need to provide a laptop for the use of all the teachers? We might want to buy a dedicated laptop for our use. That way, a teacher doesn't need to bring their laptop, unless they need it. We can control volume better that way. Further discussion by the board of this purchase is needed. *Note:* If teacher wants to use their own laptop – let's say, an old one – Lee says the laptop has to have enough processor speed to do this. *Re remote teachers* (ex: Jeanne v G), is there a difference in how a remote teacher's presentation is transmitted? Ron thinks not. He would simply choose Speaker mode on Zoom.

Is our speaker adequate? Speaker is not included in the package. Sam at EC does have a LAN network. Sam will send the instructions for that to Ron. It may allow us to use the LCD projector at the back of the room, as well as the speakers at the front of the room. *If we use the speakers at the front of the room, how does that sound get to the mixer*? We need to figure that out.

There's no need for a decision today. Also, Martin and Leah are not present, and may want to give input. Once they review the minutes, they could contact Ron with questions; Ron will go back to Lee w/questions.

The projector we have now is Ron's, but Cathy Cole also donated one, so we have 2.

We might have to increase our rent by $50 to add an extra half-hour set-up time.

4. Website Redesign

General comments: Some of the current pages are not necessary anymore and/or could be purged of content that's old. Can we look at how much activity each page is getting? YES, there are add-ons (apps created by individuals) available online through a WordPress site for admins of the website itself). Looking at the amount of activity was useful for the Dharma notes section; few people were using those. If a page is not being visited, does it need to be there?

A comment was made that if you see outdated information on a website, you wonder if the organization is 'home', and you may not go back, e.g. are we teaching people not to use the website with old information there?

We need a simple website in terms of updating, since we don't have a staff. Or, more people need to be trained to update so it's not all on one person's shoulders. Can we use a simple template (a simpler Wordpress format, if that's what we'd use) so it's easier to train people to update?

Archiving: We could archive some things, but not have them on the web. Board needs to review the website content – decide what we need/don't need to archive. Possibly choose the middle road between deleting all past items and keeping all past items. Keep newsletter. *Plan*: Board members agreed to take on specific pages to review as to what might be worth archiving.

Questions:

Does an archived page count as one of the 10-15 pages covered in our website design, as being discussed?

Possibility of archiving in a folder on our shared drive? Is it possible to have a folder on the Shared Drive that's the archive, e.g. not have the archive sit on the website? Leah thinks this is possible; Carol might be able to do this faster (but it could be expensive if Carol does a lot of archiving b/c she might move into the $80/hour charge pretty quickly). Carol could have our archived invisible pages sit on her server, and they *would not* count against our page count. They would be accessible if you know what the URL is.

A suggestion was made that, if we copy to the shared drive as the means of archiving, call the folder "Archive." If you divide such a folder into many it can become very confusing to find materials.

Can you copy and paste from the website to an Archive folder in the shared drive? Formatting can be affected; however, that's perhaps less of a problem if you put the original document into the archive, rather than copying from the website content.

Leah provided the following answers to questions raised at the April Board meeting:

> *a. Would we own the website after our relationship with Claudia & Carol ends?* YES, we can take all website content–all pages and posts in all states: published, unpublished, in draft, or private–to another server. We will need to have an alternate server to "take" away the website.

> *b. If we wanted to add new pages, would we need to go through Carol? What would that cost?* YES, Carol handles this. Claudia creates two pages in her design: the HOME page and a 2nd page that has some internal design variations to be used in creating or fashioning all other website pages. Carol will train us at the start on how to prepare a new page and add content to already existing pages.

> *c. Get clarity re Carol's charges for updating content (e.g.15-20 mins included – what does mean: per month? Per instance?)* Carol would update specific items on webpages on a regular basis as part of her basic service; we arrange these details with her at the start. This is included in our fee, *up to* 15-20 mins/month. Any additional work is prorated at $80/hour. Some additions of services have a set fee. Ex: she charges $500 to add a Blogging application. If an audio/video recording is just linked, no extra charge; if it is embedded on the webpage, there may be some cost related to the app (vimeo or YouTube, for ex.)

Additional information from Carol Thompson:

We can have 10-15pp under the designers' plan.

We need to clarify whether we can do some updates, especially time-sensitive ones, on our own. Leah thinks we would be able to. We can't reformat a page.

Carol uses Wordpress.org. She builds the actual pages w/DIVI. Carol can train people to work on the site.

5. **Next Board meeting** set for Saturday, June 11, 2022 at Noon. Marian to lead.

6. **Meeting closed.**