



Minnesota Women of Today
WINTER State CIP
Parliamentarian
Through the Looking Glasses

Melissa Redzuan
12481 Alise Pl Eden
Prairie MN 55347
Parli@mnwt.org
www.mnwt.org



Hello MNWT Members,

Thank you for your support throughout the trimester, sending me your bylaw and policy for review, participating in my trimester challenges. I was struck by the work these organizations are doing especially chapters, and while everyone's priority right now is to stay safer at home, I know there are many of us looking for ways to help and be active in your community. We will get through this by seeing every challenge as an opportunity to better serve others. It starts with accepting that the world is bigger than what's right in front of us. 'Don't let what you can't do stop you from doing what you can do'. Hang in there! We are in this together.

Until we meet again, In friendship.

Melissa Redzuan
2020-2021 Parliamentarian
Minnesota Women of Today

Page 1- Message from Parliamentarian
Page 2- Online orders of the day
Page 3- Presidential BONUS POINT& What's the Point
Page 4 – Online meeting etiquette
Page 5-10 – Tips to run a successful online meeting
Page 11 – How to fight Zoom Fatigue & 3rd Trimester Challenge

Online orders of Today

This will be a new format for all of us. All participants should behave in the same way they would at any in person meeting. It will be especially important to not talk over one another, which is why you need to mute yourself. The moderator will monitor questions and comments and call on members in order. To accomplish this, we ask all attendees to abide by the following orders of the day for online meetings:

- Please mute yourself to help minimize background noise
- Please have radios, televisions, etc. turned off to keep background noise to a minimum
- Where possible, be in a quiet location with minimal distractions
- To ask a question, please state your name and chapter in the chat; the moderator will make sure that questions are taken in order
- To ask your question when you are “called” on, please unmute yourself, state your question and then mute yourself again
- The moderator will share all documents, videos, etc. on the screen for all to see

The following are our usual orders of the day modified for our online format:

- Please have all cellular phones and pagers turned off or in silent mode during the business meeting.
- A motion must be prepared and stated in the chat to be documented. • Any member in good standing may present a motion, enter into discussion and vote. Please keep all motions in the positive.
- If you disagree with a motion, do not hesitate to vote no or abstain. • Please be ready to second a motion to help expedite the business. Seconding simply means you would like to discuss the motion.
- A quorum has (not) been established. (A quorum is the number of voting members who must be present in order that business can be legally transacted. This should be stated in your bylaws and can vary from chapter to chapter)

3RD Trimester Presidential Bonus Points

Submit a Nomination for a Community Connections Year End Award (50 pts)

AND/OR

Hold an M Event during Membership Wee (3/28 to 4/3/21) (25 points)

AND/OR

Sign 3 New Members for 3rd Trimester (25 pts)

AND/OR

Reach 85% Retention for 3rd Trimester (50 pts)

AND/OR

Have 2 Members of your Chapter Attend the February Statewide Webinar (25 pts)

AND/OR

Submit a Chapter Article to the State NEWSLET (25 pts)

MAXIMUM OF 100 POINTS



OF AN ONLINE MEETING
ETIQUETTE?
WHY IS IT IMPORTANT
TO KNOW?

ONLINE MEETING ETIQUETTE

To have meetings wherever you are does not mean there aren't basic guidelines you should follow. Here are some meeting etiquettes everyone should observe

JOIN EARLY



Make sure your microphone and camera are working properly.

DRESS APPROPRIATELY



You'll also put yourself in the right headspace to be productive.

BE AWARE OF YOUR SURROUNDINGS



Make sure your background is tidy, professional and work appropriate.

MUTE YOUR MICROPHONE WHEN YOU'RE NOT TALKING



Avoid noisy distractions while others are speaking.

STAY SEATED AND STAY PRESENT



Sit up straight, don't make big extraneous movements and always give your attention.

MINIMISE DISTRACTIONS



Avoid rustling papers, eating or making other distracting noises in the background.

GIVE GRACE



Be patient with participants and allow some grace to any miscommunications.

PLAN FOR AN EFFECTIVE WRAP-UP



End with a quick recap providing decisions made and actions agreed on.

Disclaimer:

The information contained in this infographic is for general information purposes only. The information is provided by Malaysia Automotive Robotics and IoT Institute (MARi) and while we endeavour to keep the information up to date and correct, we do not own nor make representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the information, products, services, or related graphics contained on this infographic for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with the use of this infographic.

PRODUCED BY:

MARi
INSTITUT AUTOMOTIF ROBOTIK DAN IoT MALAYSIA
MALAYSIA AUTOMOTIVE ROBOTICS AND IoT INSTITUTE



In the wake of the current situation, countless people have suddenly been thrust into the world of remote work. And with increased encouragement to maintain social distance, there's a distinct possibility that in-person meetings with teams, customers, or suppliers may not be possible for, potentially, weeks. In circumstances like these, it is quite apparent that Virtual Meetings and Online Conference Calls take center stage. Virtual meetings are more valuable than traditional face-to-face meetings. Other than the fact that they are inexpensive to get your team together as there are no travel costs and readily available technologies. But still how to make them fully efficient can be a bit of a head-scratcher: What is the best online meeting platform to use? And how to make sure you cover everything before everyone hangs up or disconnects? If running an online meeting feels like one big question to you, don't worry. Let's take a look at the things you need to know to run an effective remote meeting.

Tips to Conduct a Successful Virtual Meeting

While the basics of etiquette still apply, running a virtual conference requires a different approach from chairing face-to-face ones. Use the strategies below to plan and host a successful virtual conference. Work from Home carries with it a plethora of advantages, it also has the potential to deteriorate the productivity levels of an individual. While working from home, far away from each other, maintaining effective communication among the team members becomes critical, and virtual meetings take the center stage in ensuring effective coordination and progress on various team initiatives. Therefore, to establish a fluent communication level and also, to maximize the performance of your employees while working from home, we provide you with the following tips that will help you conduct successful virtual meetings:

We can divide the important tips to consider into three parts:

Before the meeting:

Preparing for your online meeting

Whether in-person or virtual, meetings that don't serve a clear purpose are a waste of time. Preparation on the part of both the call's organizer and its attendees are the key to a successful online meeting.

If you're the meeting organizer

1. Before the call, send a meeting request with an attached agenda to all attendees describing the purpose of the call, who will be attending, and any expectations for what needs to be achieved during the session.

- *If you require meeting participants to review materials prior to the meeting, provide them well in advance and clearly state your expectation.*
- *Let attendees know ahead of time if you need decisions to be made during the meeting so that they can prepare.*
- *Avoid human error by using a calendar integration to schedule your meeting. This ensures that the dial-in information and meeting link will be correctly provided to your attendees.*
- *Test your video conferencing platform by double-checking your audio and visual settings before launching your meeting. This will prevent time from being wasted on getting your technical house in order during the call.*

2. It's also a good idea to set roles before beginning the meeting. If you're the host, you don't have to also take notes, keep aware of the time, and run the Q&A. We know that the human brain isn't designed for multitasking. In fact, when you're doing more than one thing at a time, all you're really doing is rapidly ping-ponging between the two tasks and this can lead to a loss of up to 40% of your productivity.

3. Trying to be both the leader and the note taker will slow down the conversation, as well as potentially cause you to miss important pieces of information. Instead, either assign someone else the responsibility of notetaking or use a conferencing service that can record the meeting and store it in the cloud or google drive for easy access. You can then share the recording with participants or play it back later to transcribe meeting minutes.

If you're a meeting participant

1. There's nothing worse than getting invited to a virtual meeting without any clue what it's about or what questions may be asked of you.

- *Review in advance any materials sent to you. Be proactive and ask ahead of time about expectations if the organizer hasn't provided upfront information. You want to be as prepared as possible.*
- *If appropriate, offer to help pull together information for other attendees. This can be especially helpful if the organizer won't have time to prepare adequately, and this also shows your initiative to your team leader.*
- *Always be ready for a video conference. Even if your meeting invite doesn't specify that video conferencing will be used in the meeting, being camera-ready means, you won't be caught off guard if face-to-face is the preferred way to communicate.*

2. Optimize your setup for video conferencing. Clean up your desk and turn your webcam on before your meeting to see your workspace appears in the background.

3. Improve your lighting. Participating in a video conference from a dimly lit room makes it difficult for other participants to see you and can compromise the fidelity of your video conferencing system's display. Backlighting can be especially problematic. So, try to use natural light from the front or side when possible. Overhead lighting works as well.

4. Once the session begins, keep your eyes on your webcam – not on yourself. It may not feel natural at first but looking at your face on your computer screen while you're speaking limits eye contact and reduces feelings of engagement among other participants.

9 Tips for Proper Meeting Protocol:

Tip #1 Stick to a Schedule

No one enjoys sitting around on an empty conference line, listening to hold music and waiting for the host to show up. If you're running an online meeting, start promptly out of respect for attendees' time. When latecomers join, don't repeat what you've already covered. Instead, catch them up later – after the call – rather than wasting the time of everyone who arrived on schedule. To avoid making participants late for other meetings or taking them away from other priorities, be conscious of your end time as well.

One of the best tools in your arsenal for staying on schedule is your agenda. Make sure you follow the timetable set out in advance. Your attendees are expecting this pace also. If they know the schedule you're trying to stick to, they'll be able to help you stay on track rather than wasting time figuring out what else to cover or interjecting with unrelated items.

Tip #2 Minimize Distractions

Distractions make a significant impact on a video conference. It's tempting to think that just because you aren't in the same room as your fellow attendees, they won't notice you scrolling through your phone or composing an email on another screen.

Distracted behavior hurts everyone, especially if distractions mean that the organizer has to go back and repeat information that's already been shared. To reduce potential distractions and stay engaged:

- *Turn off or silence your phone (if you aren't using it to call in)*
- *If you're calling in on your phone, do not work on other projects on your computer. Stay focused on the meeting.*
- *If you're connecting on your computer, close down all other apps and browser windows to eliminate notifications.*
- *Avoid rustling papers, eating noisy foods or making other distracting noises in the background.*
- *Be careful not to interrupt others when they're speaking. Though, this can admittedly be difficult if lags in audio responsiveness or video streaming make it unclear when other participants start and stop speaking. This is a significant reason to invest in a conferencing solution with the highest quality HD audio and video.*

Another great tip: mute your mic when you aren't speaking. We've all heard conference call horror stories about people who assumed they were on mute only to share private or unsavory information to an unintended audience.

Meeting manners don't go away just because you aren't physically present with the other participants. Put the golden rule to work here: do unto other online meeting attendees, as you would have them do in your meetings.

Tip #3 Start the Call Right

Meetings should always start with introductions. If you're hosting the call, make sure everyone is properly announced so that all attendees are aware of who's on the line. If people don't know each other, a round of brief introductions that increases awareness of everyone's roles and responsibilities can make the rest of the call go more smoothly.

Once introductions have been made, briefly remind participants why you've gathered. Include the reason for the meeting and any necessary objectives or outcomes. This is also a great time to go over any housekeeping items or ground rules for the call. This can include asking participants to shut down notifications, but it's also a good idea to set expectations regarding questions. If you have a prepared presentation, for example, you may ask that attendees hold their questions until the end – rather than have a more informal discussion, where back-and-forth is appropriate.

Tip #4 Keep It Professional

Virtual meetings often feel less stressful than in-person meetings, which can make it feel tempting to relax, kick back and be more casual than you would around others in the same room. Even if participants can't see you at home with your bare feet kicked up on your desk, your casual attitude will carry across in the sound and tone of your voice.

Whether you're participating in an audio or video conference, maintain a professional posture and appearance. Dress the way you would as if you were meeting in person. Don't assume that pants are optional on a video call. Fellow attendees may only be able to see you from the waist up until you unexpectedly need to stand up!

Tip #5 Protect Sensitive Information

If you are sharing your screen while presenting to the other meeting attendees, make sure that only intended content is seen.

Before you launch a video conference, close unnecessary tabs from your browser window and other apps you've been working on. When sharing your full desktop, searching in the browser's address bar could summon up potentially embarrassing auto-complete results.

Launching a fresh browser window and preparing ahead of time will help keep sensitive or potentially embarrassing information confidential.

For extra control of what participants see during your presentation, choose the option to screen share only one screen or one app (i.e. only a PowerPoint presentation) instead of your full desktop. This way the focus is on you and your presentation, not on anything that will distract from your message.

Tip #6 Keep the Meeting Moving

While being respectful of everyone's time is always a best practice, keep in mind that many workers are now juggling unanticipated childcare or other caregiving responsibilities on top of their usual workloads. The best thing you can do to support them as an organizer is to keep the meeting moving.

First, limit meeting attendees to only those who are truly necessary. Just because you can have dozens of meeting attendees doesn't mean that you should. Keeping the guest list limited to essential participants minimizes disruptions stemming from over-talking and can help keep the meeting's agenda on track.

It's also a good idea to encourage participants to use the chat and file transfer features in the video conference for side conversations or questions. This way, the main conversation can continue uninterrupted.

Tip #7 Plan an Effective Wrap-Up

At the end of the meeting, don't just log off and move on with your day. Instead, end with a quick recap providing decisions made and actions agreed on. In addition, let everyone know what to expect next, such as:

- *That you'll send out meeting minutes and a link to the conference recording.*
- *You'll follow up with answers to questions that you weren't able to provide during the meeting.*
- *You'll make arrangements for the next video chat follow-up.*

And of course, thank everyone for their time. A successful online meeting requires active participation by every attendee. Show your appreciation for their efforts by saying thank you before closing down the line.

Tip #8 Prioritize Security

Rapid increases in demand for video conferencing services have revealed the unfortunate fact that some services aren't as secure as assumed or required.

When choosing a video conferencing company, make sure you do an apples-to-apples comparison of security features and prioritize which are right for your business needs.

Further, review the user-based features that allow added levels of protection such as meeting waiting rooms, dial-out capabilities, meeting locks to unauthorized attendees, password protection, and private recordings.

Tip #9 Give Some Grace

While the tips I've shared hopefully help transform what in the past were in-person meetings to successful online meetings, there's one additional note I'd like to leave you with. And that's to be patient with participants and allow some grace for any miscommunications that occur.

Video conferencing allows you to receive more of the physical cues that play a role in communication, but when you're on an audio call, you're essentially flying blind. As Drake Baer writes for Fast Company,

"When people communicate face to face, there's a whole bunch of information being transferred that isn't even verbal. The way you hold your body shapes your confidence, your eye contact indicates whether you look careless, creepy, or cool."

Because you're only receiving part of the full communication process on a conference call or a virtual meeting without video, comments may be misconstrued. Without the full context of body language and facial expressions, the tone can be misinterpreted.

Subsequently, if you leave an online meeting feeling less than positive about what was said, take some time to investigate more thoroughly. You may be able to resolve potential issues by remaining open to the possibility that signals were missed during the call. Suggest a video conference next time.

Putting it All Together

Online meetings and video conferences are an efficient means of communication and invaluable methods for bringing people together. But without preparation and processes intended to make them as effective as possible, they risk wasting participants' time without actually achieving anything of value.

Follow these 9 video conference etiquette tips during your next meeting and hold your team members to these same standards. By elevating your online meeting experience, you can ensure your next call runs smoothly and remains productive for everyone involved.

<https://www.conferencecalling.com/blog/online-meeting-etiquette>

How to Combat Zoom Fatigue.

Summary.

Why do we find video calls so draining? In part, it's because they force us to focus more intently on conversations in order to absorb information. They also require us to stare directly at a screen for minutes at a time without any visual or mental break, which is tiring. To make video calls less exhausting for yourself, try using a few research-based tips.

First, avoid multitasking. It may be tempting to get other work done on a video call but switching between tasks can cost you as much as 40 percent of your productive time. The next time you're on a video chat, close any tabs or programs that might distract you, put your phone away, and stay present.

Second, take mini breaks during longer calls by minimizing the video, moving it to behind your open applications, or just looking away from your computer now and then.

Third, doing some light stretching helps too, during breaks. Examples, yoga poses and stretching the neck and arms. If possible, sit on a balance ball or balance ball chair. While or when sharing your screen, standing up like you would in person meeting or presentation helps too getting the blood flow (do not worry they won't be able to see you), or cast your meeting into a big screen where attendees can see you standing up presenting on a big screen like they would in a conference or corporate meeting. Hydrate often, drink water.

Finally, check your calendar for the next few days to see if there are any conversations you could have over phone or email instead. Especially in situations where you're communicating with people outside of your organization, don't feel obligated to send a Zoom link. Often, a phone call is more appropriate. For more detail on zoom fatigue visit link below,

<https://hbr.org/2020/04/how-to-combat-zoom-fatigue>

3rd trimester challenge.

Send me pictures of your chapter or district at zoom meeting, fighting zoom fatigue.

Be creative and have some fun with this!