Proposed Meeting Options for the June 2014 Board Meeting

Background

The Board will transition to two in-person meetings and two remote meetings, annually. In an effort to encourage full engagement of meeting participants and, potentially, increase participation in remote meetings, Board staff submits the following meeting options for Board consideration and decision. The format chosen by the Board will be used to deliver the June 2014 Board meeting.

Meeting Options

Conference Call

Similar to the Board's annual conference call in January, the June Board meeting would be held via conference line. All participants would join the meeting by dialing into a dedicated conference line to listen in on Board meeting proceedings. The Board and meeting participants would interact verbally (i.e. provide information, feedback, and ask or answer questions verbally).

Pros: Easy to use, low to no cost to the participant, no special equipment needed
Cons: Limited interaction (audio only); not ideal for meetings that exceed 1-2 hours in length

Conference line and WebEx

Adding the use of WebEx to the conference call allows the Board members and participants to view Board book materials like presentations and memorandums in real-time. The Board has used this method ant several in-person Board meetings as a way to include Board members and participants that are unable to travel to the meeting venue in-person. Providing participants with visuals and material to reference while on the conference call gives participants and may spur participation and

Pros: Displaying documents and presentations in real-time gives meeting participants a point of reference as they follow along with the meeting discussions; presentations and meeting documents can be viewed from any internet connected device including mobile phones; low to no cost for participants
Cons: Participant interaction is limited to audio via phone and document sharing via the web; not ideal for meetings that exceed 1-2 hours

Virtual Meeting (using Adobe Connect or similar software)

In addition to audio via conference line or voice over IP (VoIP) and real-time video, the interactive tools built into the software can be worked into the meeting format to engage

participant engagement. Available tools (called pods) that would be useful during the Board meeting include polling/voting, Q&A, note taking, file share, whiteboard, web links pods. Participant chat can also be used to encourage further dialog during the meeting. Some agenda items lend themselves to group discussion; however, addressing the topic or completing an action item with a group of 20 or more people may not be the most efficient method. For these agenda items, the Board can use 'virtual' breakout groups to facilitate focused brainstorming and discussion.

Pros: Virtual breakout rooms; audio/video can be recorded for sharing; 3-4 hours of agenda topics can be accomplished and incorporating video and participatory tools can help minimize meeting fatigue

Cons: Presenters and participants must be willing to familiarize themselves with the virtual tools and actively use them during the meeting to receive maximum benefit

VTC (Video Teleconference)

Face-to-face Board meetings have been invaluable and VTC is the next best thing to meeting in-person. Participants communicate 'face-to-face' (via video) as if they are all in the same room. VTC offers participants high quality video and audio.

Pros: Meeting can be recorded to shared later via (via the NFHP website and social media like Facebook and YouTube); 3-4 hours of agenda topics can be accomplished

Cons: Requires that presenters *and* participants have special equipment and software, most participants may not have access to (or the ability to obtain) the required equipment or software

Matrix of Meeting Options

	Ease of Use	Communication Method		Required Equipment		Computer Download Required	Set-up/Time Investment	
		Audio	Visual	Participants	Presenters		Participant	Presenter
Conference Call	Easy	X		Phone	Phone	No	None	None
WebEx and Conference Combo	Easy to Intermediate	X	X	Phone, internet connected device, microphone (optional)	Phone, internet connected device, microphone (optional)	Yes	None to Minimal	Minimal
Adobe Connect	Easy to Intermediate	X	X	Phone, internet connected device, microphone (optional), webcam (optional)	Web camera, phone, internet connected device, and microphone (optional)	No	None to Minimal	Moderate
VTC	Advanced	X	X	Required software, camera, internet connection	Call Server, Video Endpoint, Multipoint Conference Unit (MCU), Gateways, and an Ethernet switch	No	Moderate to Extensive	Moderate to Extensive