



Agenda for Shafter Community Steering Committee Meeting #19

Monday, May 18, 2020 – 3:00pm – 5:00pm

Zoom Meeting: <https://zoom.us/j/95026532737>

Meeting ID: 950 2653 2737

Teleconference: 888 788 0099 US (Toll-free)

- 3:00 p.m. Welcome, Introductions**
Hanna Stelmakhovych, Institute for Local Government, Facilitator
Ryan Hayashi, Valley Air District
- 3:20 p.m. Zoom How-To**
Review of Zoom tools, proper use, and virtual meeting etiquette
Hanna Stelmakhovych, Facilitator
- 4:20 p.m. District Online Resources**
Walk through the various resources and tools available online at
community.valleyair.org
Jessica Olsen, Valley Air District
- 4:35 p.m. Wrap Up/Next Steps**
Next Meeting June 1, 2020: Zoom Call

Learn more: community.valleyair.org

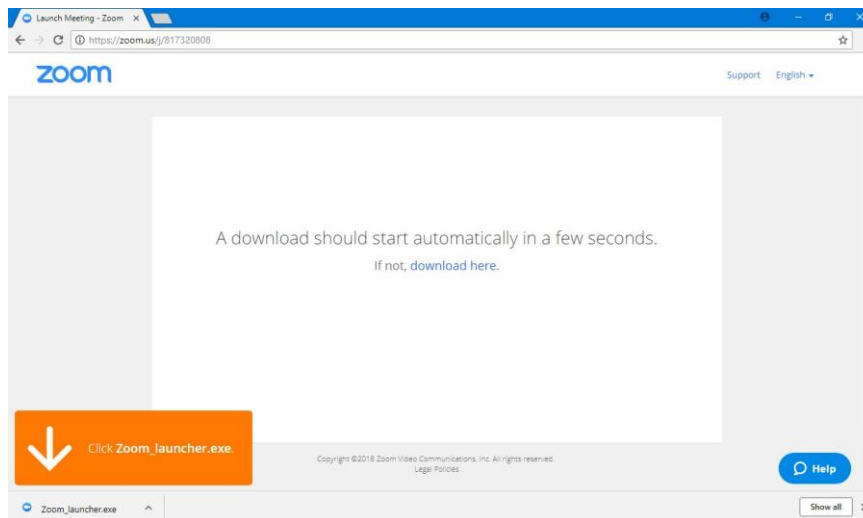
ZOOM INSTRUCTIONS FOR AB 617 PARTICIPANTS

Before a Zoom meeting:

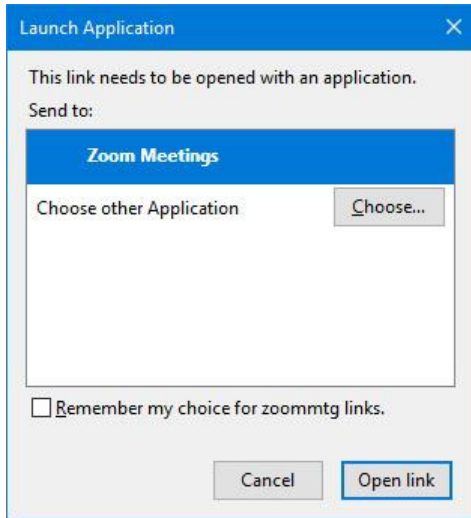
1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio and video immediately upon joining a meeting.
2. You will receive an email inviting you to participate in a Zoom meeting from the Valley Air District. The notification will include a link to **Join Zoom**. If you are unable to join using either a computer, tablet or smartphone, you can still listen to the meeting .via phone using the call in number and 9-digit meeting ID provided.

Joining Zoom meeting from your computer:

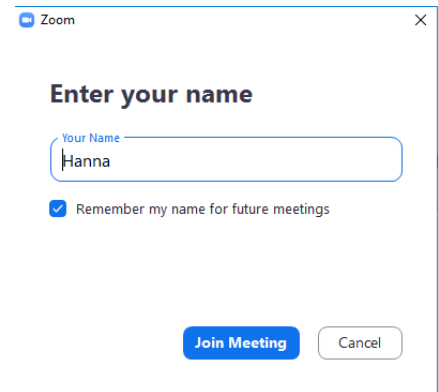
5-10 min before start time of your meeting, click on the link in your invitation. You *may* be instructed to download the Zoom application.



Once the Zoom app is installed, you should see this window pop up. Click on Zoom Meetings and then on the **Open Link** button.



Zoom app may ask for your name. The text entered in this box will be your name in the participant list and will appear under your web cam video. Click the **Join Meeting** button after you have typed your name.



Your Zoom video:

You have an opportunity to join with or without video.

Your Zoom Audio:

Please choose how you would like to like to hear and to talk to the other participants in the Zoom meeting. You have two audio options: join audio by computer or join audio by phone.

You have an opportunity to test your audio by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”



OR To join via telephone:

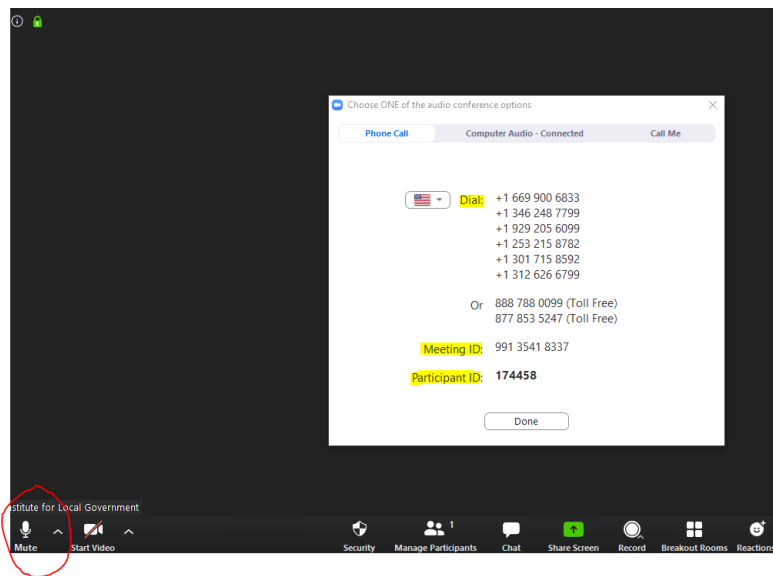
1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the **Meeting ID number** (also provided in your invitation) when prompted using your touch-tone keypad.
3. If you have already joined the meeting via computer, please enter your **Participant ID** associated with your Zoom participation. *(Picture is an example of what you will see on the screen. Your numbers will be different).*



To minimize the potential echo during the meeting, please pick one audio option – Phone or Computer Audio.


Switching between computer and phone audio:


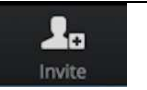
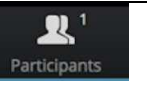


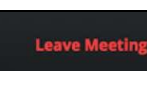
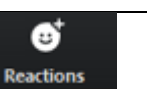
If you need to switch between computer and phone audio, click the bottom left corner arrow on your screen and select **Join Phone Audio** in the pop up menu. Follow the instructions below.



Exploring Participant Controls on the bottom of your screen:

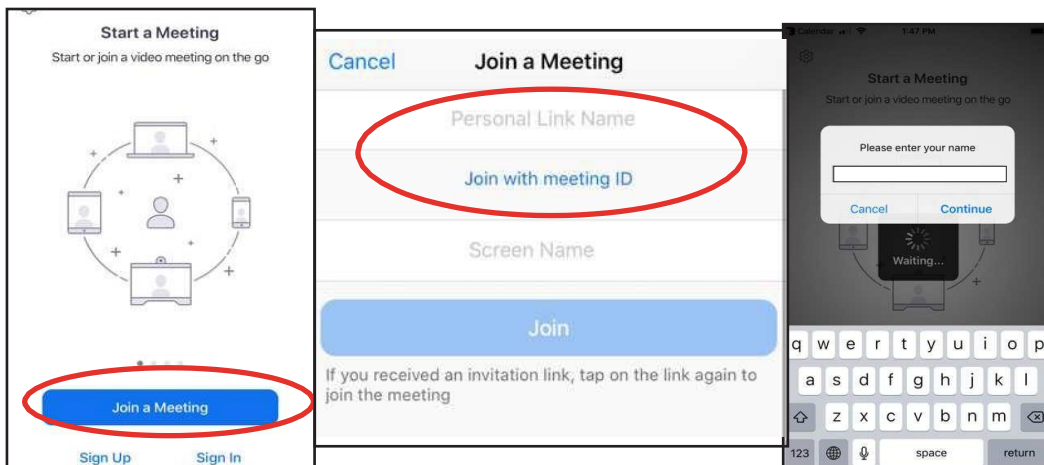


	Once your audio is working, you will see a different icon: a microphone. You can click on this icon to Mute and Unmute yourself.
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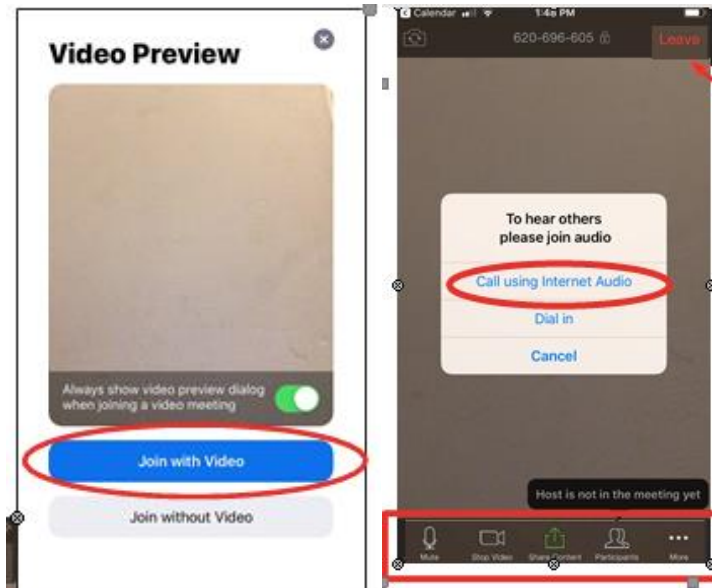
 <p>Start Video</p>	<p>Click on this icon to start your video. If this is the first time you are using Zoom, you will be asked to allow Zoom to use your camera. Click Allow.</p>
 <p>Invite</p>	<p>This icon allows you to invite other people to join the meeting.</p>
 <p>Participants</p>	<p>This icon tells you how many people are currently in the meeting. View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand.</p>
 <p>Share Screen</p>	<p>If the host of the meeting allows it, you can share your screen by clicking the Share Screen icon. This means that the other participants will be able to see your desktop or the application you want to share.</p>
 <p>Chat</p>	<p>Click on this icon to access the chat window and chat with other participants. You can send a message to the entire group or to an individual user. Please be aware that even a private chat may end up in a public record of the zoom meeting. As you already do when face-to-face, show respect to others when using the chat box.</p>
 <p>Leave Meeting</p>	<p>Click here to leave the meeting when it is over or if you need leave the meeting early while it continues for the other participants.</p>
 <p>Reactions</p>	<p>Zoom offers to reactions to provide nonverbal feedback. Click the type of reaction you would like to send: clapping hands or thumbs up. The reaction will display for 5 seconds.</p>

Joining Zoom meeting from tablet or phone:

1. Make sure you have downloaded the Zoom app on your smartphone. You can download it just like you would download any other app: from the App Store or Google Play Store (Android).
2. Tap either **Personal Link Name** or **Join with a meeting ID** and enter your information. Then tap Join.
3. To join the meeting, you will be asked to enter Your Name and then tap Continue.



4. Select **Join with Video**
5. Confirm your audio preferences. IF you have strong internet connection, there is no reason not to use Internet Audio
6. Note the icons at the bottom are the same.



General Meeting Best Practices when participating in a Zoom Meeting

These will be refined as we all learn how to have effective AB 617 virtual meetings together

- The host will mute all participants during presentations to reduce background noise.
- Check your internet speed. If you are using free wifi you may need to keep your camera off to improve sound and/or image quality.
- Turn your camera on and have your camera at eye level.
- Stay muted unless you are talking to reduce background noise.
- Use chat box to submit comments / questions.
- To vote, use the vote button on the bottom of the screen.
- Make sure you sit in a well-lit and quiet place.
- Be mindful of what is going on behind you. Think about having solid wall behind you or turning on the virtual background.

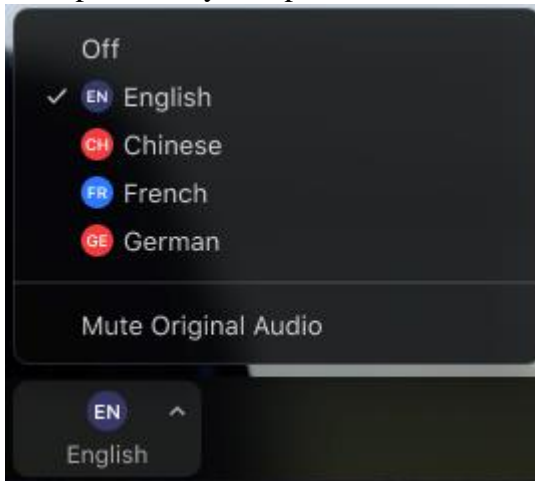
If you have any questions regarding Zoom and/or are experiencing technical difficulties, please contact Heather Heinks at (559) 230-5898 or (559)994-7591 for assistance.

Listening to Language Interpretation

1. In your meeting/webinar controls, click **Interpretation**. Which can be located at the bottom of the screen.



2. Click the language that you would like to hear. For this meeting, you will have English and Spanish as your options.



3. To only hear the interpreted language, click **Mute Original Audio**.

If you have questions during the meeting, please use the chat feature and type in your question. District staff will translate the question for the presenters to respond. If you are not able to use the chat box, let the interpreter know of your question by raising your hand and District staff will interpret acknowledge you and type it into the chat box for you.

This is a public meeting, so please be aware that even a private chat may end up in a public record of the zoom meeting. As you already do when face-to-face, show respect to others when using the chat box.