LES Virtual Participation WebEx Meeting
Wednesday, September 28, 1:00-3:00pm Central Time (11:00 Pacific, 12:00 Mountain, 2:00 Eastern)

Location: LES WebEx Meeting Room, http://lesvirtual.webex.com

Purpose: LES Virtual Participation Committee meeting to get an overview of the WebEx meeting platform and to discuss the logistics of the Virtual Midwinter 2012 meetings for LES committees and discussion groups.

PRESENT:

Laura Braunstein, Faye Christenberry, Priscilla Finley, David Oberhelman, Amanda Rust , Aline Soules, Sarah Schmidt, Nicole Sump-Crethar (guest), Karen Suni, John Venecek

AGENDA:

I.	*Welcome and Intros*
II.	*WebEx Overview (Presented by Nicole Sump-Crethar)*
III.	*Logistics of LES Virtual Midwinter 2012 Meetings*
IV.	*Best Practices for Virtual Meetings Tipsheet*
V.	*Assessment (Surveys, etc.)*
VI.	*Other Business (Future Meetings?)*
VII.	*Adjourn*

I. Welcome and Intros

We have introductions around the "table" (this is also a "best practice" for online meetings!) Note that WebEx recording has started and records not just audio but also computer screen, so will record video feed and chat room.

II. WebEx Overview (Presented by Nicole Sump-Crethar)

Nicole and David both have been working with WebEx at their library and for the Oklahoma Library Association. WebEx will support up to 25 attendees.

Nicole shows an e**xcellent** PPT on what you need to know before having a WebEx meeting.

Note: the general LES account will have a shared meeting calendar that anyone can see.

We then explore the technology.

- Scheduling the meeting seems relatively painless.
- Once you designate yourself as the host, when you log in you will get additional abilities.
- We took a brief look at desktop sharing, the personal notes and the annotation feature (which is fun).
  - The personal notes are not read by anyone else, and saved as a text file on your computer.
  - The annotations have to be "allowed" by the main presenter when using desktop sharing.
  - The whiteboard (when enabled by the presenter) allows immediate annotation by all, without "approval" process.
- If the file sharing isn't working, you can either paste into the Whiteboard, or share via desktop sharing.
- If you as host have certain features grayed out, you may want to doublecheck that you are still the official "presenter" and that you have not accidentally turned over rights to another participant.
- Conference call can be joined via cell phone, but there is more lag and difficulty with crisp audio.

One of the most frequent tech problems: users' work computers may be locked down to the point where they cannot install the WebEx software. This means they must either request local IT download the plugin for them, or use something like Chrome Portable or other portable apps software.

Other considerations: handling password security vis a vis sharing the duty of scheduling WebEx sessions for LES Committees. In other words, an LES VPC member must be available to schedule the session, so we must be able to safely share the main LES passwords amongst ourselves.

III. Logistics of LES Virtual Midwinter 2012 Meetings

First task is to schedule Exec, and then others can meet around that date. Membership has already met online and is thinking about when to schedule the Membership Forum. The main problem is that the larger discussion groups are hitting the 25-maximum limitation of WebEx.

With WebEx, since you need an invitation to join, the open meeting announcements MUST include a contact person. Ideally, the meeting host is also monitoring their email for last-minute requests to join.

Possible difficulty with scheduling: are we competing for preferred times? Do Discussion Groups need to meet before Exec, or do only the business meetings need to happen? The goal date for Exec is January 18th, so business meetings need to happen before then. But other meetings possibly have more leeway? David and Faye will talk offline about this, and bring a suggestion to Exec.

Should all groups use the ALA Connect calendar as a central calendar? This would be in addition to posting the meetings on the LES Wiki.

For now, David will schedule meetings as they come in, and if there are times where he knows he cannot host the meeting, he will put out a call to the committee for backup. So far he has not heard back from anyone but Membership on testing or scheduling WebEx meetings yet.

One possible hangup: are there permissions issues with updating calendars and other pages in ALA Connect? Should meeting notices be posted on the Wiki, web page, ALA Connect, email list, all? Who is maintaining the wiki?

IV. Best Practices for Virtual Meetings Tipsheet

Karin, Sarah, and Amanda will maintain this document on ALA Connect or the wiki. Want to stay abreast of the literature on good practices for holding meetings and moderating conference calls.

V. Assessment (Surveys, etc.)

Particularly since this is the first time LES is trying an all-virtual Midwinter, a feedback survey would be very useful. David's institution has a survey tool that does not limit number of respondents and will easily generate reports for Exec. This will likely also need to be an agenda item for Exec – how is all-virtual going?

To whom should the survey go? Membership at large? Participants in the virtual meetings only? Chairs only? Should there be a more formal survey for chairs, and a more general survey for all membership?

VI. Other Business (Future Meetings?)

We should possibly wait until other groups have met so that we have more feedback. A time between Thanksgiving and Christmas might be best?

Chris Ruotolo is now managing the wiki and the web page. David will pop into the pubs committee to ask about how to publicize announcements for open meetings, since there will not be a large ALA Midwinter schedule like in the past. Laura suggests that as things are publicized on the wiki, they are pushed out to other sources like the email list, blog, etc.

David will be in touch with future meeting dates, and asks that everyone keep an eye/ear out for news about other virtual meeting systems.

Amanda, Karin, and Sarah will work on tipsheet by beginning of November.

VII. Adjourn

Submitted by Amanda Rust

10/12/2011