



### **MEETING TIPS:**

- The meeting platform will “open” 15 mins prior to the start time if anyone wants to join early to test their equipment.
- A “test” meeting for those who are interested will be scheduled for Monday April 20 @ TBD.
- Please call my cell if things are not working
- If you are using video make sure the room is well lit so we can see you.

### **RULES OF ENGAGEMENT:**

- “Arrive” 5 mins before the meeting is to start.
- Limit background noise and/or use a quiet space.
- Use the “mute” option if you are not speaking.
- If you plan to speak remember to “unmute.”
- Say your name before speaking.
- Address all board members by name when you speak to them.
- Pledge that you will refrain from multi-tasking (won't check e-mail, text, check the news, or work on another project during the meeting).

### **SHORT-LIST OF THE VIRTUAL TOOLS:**

- Chat function
- “raise hand” function



Enriching our community by  
inspiring participation in the visual arts.

