

*Virtual Meeting***TIPS & TRICKS**

Virtual meetings are different & new for all of this. Here are some tips to help our chapters this year.

*Pre-Meeting Checklist:*

1. Send out meeting agenda & virtual meeting id/link to all members and advisors at least one day prior to the meeting.
2. Have a copy of the ritual book on hand for formal meetings & initiations.
3. Ensure that the secretary will be present to take minutes.

*Choose your meeting platform:*

	Participant Limit	Time Limit	Screen Share	Chat Feature	Account to join?
<b>Zoom</b>	100 people	45 min*	✓	✓	No account needed
<b>Google Meet</b>	100 people	60 min*	✓	✓	No account needed
<b>Messenger Rooms</b>	50 people	No limit	✓		No account needed

\* Time limit applies to free accounts. There is no time limit for paid users or select student email accounts.

*Remember:*

Chapters must have quorum to continue to host formal meetings & an advisor must always be present when decisions are being made.

*Virtual meeting etiquette:*

- Use headphones during the meeting and be in a quiet room to maintain secrecy and privacy of others.
- Turn off or silence cell phone, laptop or tablet notifications while on the meeting call.
- Mute your microphone when you are not speaking to reduce background noise.
- Avoid multitasking (i.e., texting, working on other things, walking around), be present & attentive.
- Dress appropriately. We encourage our chapters to take pictures of their virtual meetings to post on social media so we want our members to look their best when representing our organization!

*Organizational***TIPS &  
TRICKS**

Staying organized can be overwhelming. Here are some tips to help our chapters stay organized.

*Chapter Gmail Account:*

- Keeps everything in one location and can be passed down to new executives.
- All chapter documents can be uploaded to the google drive and will never be lost.
- Chapter contacts can be saved and organized.
- Gives access to many useful features & applications

*Filling out forms digitally:*

**DocHub** pdf editor can be added to your google account. Simply upload the pdf to your google drive and open the pdf with DocHub to edit & sign.

**Adobe Acrobat Reader** is also simple and easy to use. There is a desktop version and an online version. Sign in with an adobe account, or with your google account. To edit a pdf, upload the document and click fill & sign.

**CamScanner & Adobe Scan** allow you 'scan' documents using your phone camera & share as a PDF. Helpful for handwritten forms if you don't have a scanner.

*Remember:*

Chapters forms help the MOA Grand Lodge know what our chapters are up to and where they may be struggling or need support. Please do your best to fill out these forms.

*Using Google Drive:*

- Click on the 9 square grid at the top right corner of your gmail to access your Google Drive.
- Organize your google drive into folders.
  - e.g. Minutes, Treasury, Forms, Rosters, Flyers etc.
- Upload ALL of your chapter meeting minutes, bank statements, completed forms and any other important documents to your Google Drive.
- For maximum efficiency:
  - Have your secretary take minutes using google docs and have your treasurer create her general ledger with google sheets within your chapter's google drive. They can edit from anywhere and it will auto save to the google drive.