

2021 KNIGHTS OF COLUMBUS STATE COUNCIL ANNUAL MEETINGS

Answers to Frequently Asked Questions for Virtual or Hybrid Meetings Using GoToWebinar and ElectionBuddy.

The Supreme Council has recommended that State Councils which are conducting their 2021 Annual Meetings in a virtual or hybrid format should use the GoToWebinar (“GTW”) platform for the presentation and speaking parts of the meeting, and ElectionBuddy (“EB”) for voting. The following information should answer many of the questions you may have.

Why are we using GTW and EB?

When the COVID-19 restrictions were implemented in March 2020, it was just a few weeks until the first State Council meetings. The FLS platform, which had been used in the past for Get Out the Vote presentations, provided the simplest way to conduct the State Council meetings. While FLS had the advantage of being a simple technology for delegates to use, and it allowed State Councils to conduct the necessary business, it did not allow for any video presentations. Many comments were received regarding the limitations of FLS, and that there was a desire to have the ability to have a video component.

Over the last year, state and local councils and our members have gotten more familiar with virtual technologies like GoToWebinar, GoToMeeting, Zoom, Teams, etc., so State Councils are in a better position to use a more sophisticated platform that will allow for video presentations.

State Deputies other state officers may be familiar with GTW from their own use, or from their interaction with Regional Growth Directors, each of whom has a GTW account. GTW is similar to the GoToMeeting platform that many people use to conduct virtual meetings.

Will State Councils receive help in using GTW and EB?

Yes. Similar to what was done last year with the FLS platform, State Councils that will use GTW and EB will be assigned a team of people from Supreme to help them prepare for and conduct their meeting.

You will be contacted by your team lead soon.

You will also be provided a draft, generic script for the meeting which you should modify as necessary.

In addition to the training provided by your Supreme team, both GTW and EB have training and information videos on their websites which you can view.

What should my State Council be doing now to prepare?

All State Councils should start taking the following steps immediately:

- Information for Delegates attending Virtually. Notify these Delegates that they will need to have access to a computer, tablet or smartphone with internet service in order to participate in the meeting. The GoToWebinar platform can work with a variety of web browsers, but it is said to work best on Chrome.
- Information for Delegates attending a Hybrid Meeting in Person. Notify these Delegates that they should bring a smartphone or tablet to the meeting in order to use the EB platform for voting. Paper ballots can be used if necessary, but it would be much easier to have everyone vote on the EB platform.
- Email addresses. Begin collecting email addresses for the delegates who have registered for your meeting.
- Technology officer. Identify a state officers or other members who will be the primary “technology officers” for the State Council in conducting its meeting. These members should participate in the training session(s); one should be familiar with the GTW, and the other should be familiar with the EB technologies.

The State Deputy, Technology Officers and the Supreme team will work together to customize the GTW and EB platforms for your State Council – to identify your State Council by name and with images, select registration questions, etc.

- Presentation technology. If you are conducting a hybrid meeting, visit the in-person site to verify that it has adequate, reliable internet and cell phone service. Check to see how the main computer will be connected to the local audio-visual equipment and to the internet. If all state officers and other speakers will be at separate locations, then each of them must have adequate internet service.
- It is strongly recommended that the State Deputy and others who will address the meeting have at least 3 screens to work with – one showing the GTW, one showing the EB platforms, and one containing the prepared script for the meeting, so that he is able to keep his eyes as close to the camera as possible, and not appear to be looking away and flipping pages.

What will this cost?

There will be no cost to use GTW for the State Council meetings since Supreme has already purchased accounts for the RGDs. The cost for EB will vary with the number of voters. From approximately \$350 for the smallest jurisdictions to \$1,400 for the very largest with over 500 voters.

I have other questions. Who can I contact?

If you have an urgent question that must be answered immediately, please contact Bob Ennis – Robert.Ennis@kofc.org, 203-752-4616. Otherwise, please wait to be contacted by your team lead. He will be your main contact.