

## THINGS THAT GO ZOOM

Or rather,

## MEETINGS WITH ZOOM

Our society has changed dramatically in the last couple of years and we have learned to do business in new ways. I think we have all heard of the Zoom app for conducting meetings, but there are a few advanced features I would like to explore with you.

First, civility becomes very important when we are not all face to face. People may not catch facial expressions, and certainly can't see body language. Also, the tone of voice might not come across the same over the network as it would if we were all together.

With that in mind, there are some things a host may choose to do to make the meeting run smoother. This might seem a bit rude at first, but as you get accustomed to them they begin to make sense. The host can establish a meeting with what's called a "waiting room." If this has been done, you will be connected to Zoom, but you will not see anyone else or be seen by anyone else until the host admits you to the meeting. The host gets notified anytime someone is put in the waiting room, but there may be others ahead of you so you just need to be patient.

A host can also allow anyone to join the meeting directly at any time without using the waiting room. This is common for smaller meetings, say five or six attendees or less. In this case, people can actually begin talking with each other even if the host has not yet joined.

Another feature a host can use to control things is to put everyone on mute as they join. Even if the host doesn't do that, it is a polite thing to do in muting yourself. It's amazing how much background noise there can be on a call even from what we think of as quiet homes. You will see a choice to mute yourself at the bottom of the screen. If you are muted and you just have something quick to say, like responding to a vote call or a quick question, you can "temporarily" unmute by just holding down your space bar if you are on a Mac

or PC. As soon as you release the space bar, you will be muted again.

Another way the host can control the conversation is to mute everyone and remove the ability for people to unmute themselves. If this has been done, you will need to "raise your hand" to ask the host to unmute you. While it's tempting to just wave at the camera, and that may work well if just three or four people are on the call, if there are more than 10 attendees you may not even be visible to the host on their screen. There is a feature in a Zoom meeting that will make your raised hand visible to the host.

On a Mac or PC there is a menu across the bottom of your window. On an iPad (and probably an Android table) the menu is at the top of the window. You will either see the word "reactions" or the word "more." If you see "more," click on that and you will see the "reactions." Once you click on reactions, you will see some emojis, or smiling faces, maybe something that looks like hands clapping, and then the words "RAISE HAND." If you click on the choice to raise your hand, the host or moderator will be notified and he or she can then ask you to unmute. When you see that pop up on your screen, unmute normally. When you are done, mute yourself again. The host can also mute you if you are getting long-winded or what you're saying is not appropriate. Please be sure to "LOWER HAND" once you have the moderator's attention or are finished with what you had to say.

You have the choice of a few different "views" when you are on a call. If the meeting is small, you may just want to leave your screen in "gallery view." In this setting, everyone is in their own small box and all are the same size. As more people join, the system may change the size of those boxes until you have about 12 on the screen. If there are more attendees than that, you will get a scroll bar and may have to scroll up or down the page to see other people.

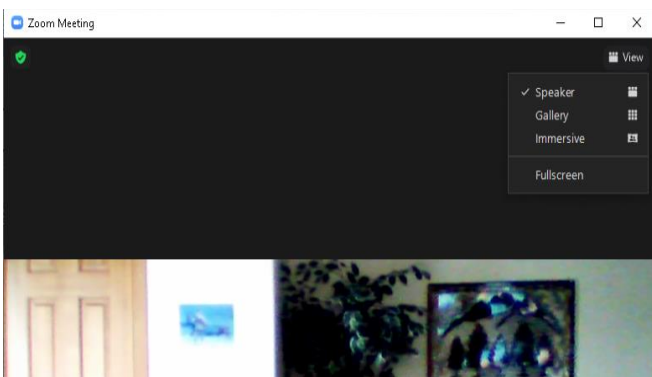
Another view is called "speaker view." In this setting whoever is actively speaking will be a larger box in the center of your screen, and the rest of the attendees will be in small boxes across the top of the window. Again, you will have a choice to scroll left or right in order to see other people. This is the preferred view for most

people in a larger meeting so you can focus on the moderator, or anyone the moderator has given the floor to.

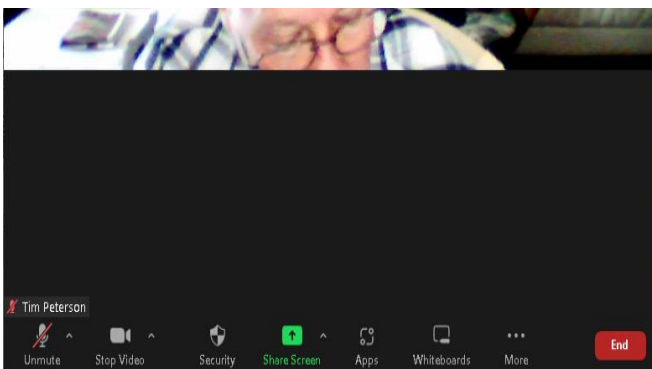
If you choose to join using just a phone, which is common for people who may not be at home when a meeting is scheduled, your options are obviously limited. You can mute and unmute using \*6 on your keypad, and the automated attendant will tell you this when you join the meeting. You can also raise or lower your hand by using \*9 on your keypad. The moderator will get the same notification as they do for visual attendees. Again, it is polite to mute yourself once you join so people don't hear the background noise from your location.

Here are a few screen shots of what the menus look like.

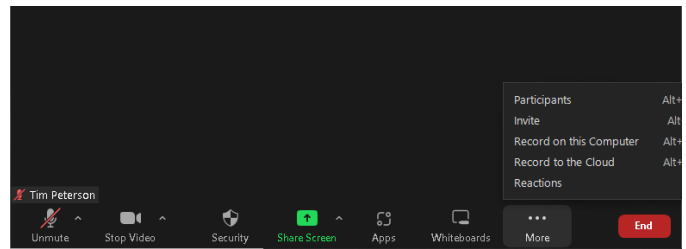
The word "view" is in the top right corner. Click on that to get the choices.



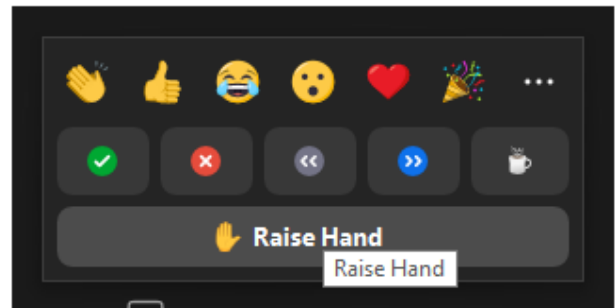
You can see the word "more" at the bottom right corner of this screen shot.



This is the submenu when you click on "more."



And this is after clicking on "reactions."



Note that in an active business meeting, the host may ask attendees to vote on questions using the reactions menu. The green check mark will show as a yes vote and the red X will show as a no vote. The host will see total counts for both of those. In a large meeting, this is much easier than trying to scroll through all the personal video shots and see who has their hand raised.

One other nice feature that the host should certainly use and others can take advantage of is the "participants" panel. Once again, on your bottom menu with a Mac or PC or your top menu with a tablet, you will either see "more" or "participants." If you see "more" just click on that and you will see "participants." Clicking on that will bring up a new panel on the right side of the screen where you will just see names of attendees (or phone numbers from callers). On this panel, you will see when someone raises their hand or if they chose to use one of the other features, like clapping in response to an event in the meeting. Hopefully, these tips should help make Zoom meetings a little less confusing and eliminate people talking over other people.

## SHERIFF AS GUEST SPEAKER IN APRIL

At the April General Meeting (3rd Wednesday, 7p.m., Firehouse, in person & zoom), Sheriff Tom McGraw and Deputy Ethan Darion spoke with us regarding crime and safety in Burland. Despite staffing shortages and having only seven deputies, crime is not up; we can help ourselves to remain safe by the use of security cameras, motion lights, keeping our homes and vehicles (which contain garage door openers) locked even when at home. They emphasized that reporting suspicious activities to the Sheriff's Department is key to community safety.

We learned that 25% of the Sheriff's time and budget goes to calls to short term rentals. Estimates are that less than 10% of STRs are registered and paying fees to the County; their use of valuable law enforcement resources is highly disproportionate to their contribution. Many of these calls are for people drinking like they're at sea level, altitude sickness, slipping off the roads in their rental cars, etc. If you suspect an STR is unregistered, or doing something dangerous, please report it to the County. There is now a person who handles these matters.

Deputy Darion told us about a program similar to Neighborhood Watch that might work more effectively here. Whenever possible he will attend our future General Meetings to share information and hear any concerns. Deputy Darion encouraged us to continue to inform people of the Weakland-Fawks Park rules and to call the Sheriff's Dept. when violators refuse to comply or commit crimes, including trespassing, or remaining or accessing after dark. This includes the mountain and trails. The Park belongs to Burland Ranchettes, and always has; the Park Rules are to protect our residents, the property, and the Association.

We are a community with unique needs and we need to come together as a community. A big shout out to our men and women in Blue, though their uniforms are a tasteful mountain green!

## EASTER EGG HUNT (WHAT FUN)

The Burland Easter Egg Hunt was on Saturday, April 16 at Weakland-Fawks Park. Volunteers gathered plastic eggs and treats, met to stuff them, and provided decorations and activities. An estimated 80-100 children and adults attended, artistic activities were available prior to the start of the hunt, and we all connected with neighbors new and old. After much anticipation, the children were released into two age determined areas for the search for eggs! Fun and laughs for all. A special thanks to Linda for her awesome face painting and to the parents who helped clean up and donated the plastic eggs back for next year!

## WEAKLAND-FAWKS PARK RULES

We just thought we would reiterate the rules for our HOA's park. These haven't changed since the park opened many years ago, but they are a good reminder of proper behavior. To reserve the park, go to our web page, [burlandhomeowners.org](http://burlandhomeowners.org), and click on CONTACT in the top menu to send a message to the secretary with your details. A \$50 deposit is required, but will be refunded if there is no damage during the event.

- \* Burland Residents Only — no public access to park, trail or mountain
- \* Closed at dusk, including the parking lot
- \* Pets must be on leash at all times
- \* Pick up after your pet
- \* Pack in, pack out — no human trash, receptacles are for pet poop only
- \* No motorized vehicles
- \* No livestock
- \* No overnight parking
- \* No hunting
- \* No camping
- \* No open fires
- \* Group pavillion use by reservation only

Please join us Wed, May 18<sup>th</sup> at 7:00pm at the fire station or Zoom call.

<https://us02web.zoom.us/j/86784920440?pwd=dm1nU0xVNWRzOGdKdGJWRU1jVlIkdz09>  
Meeting ID: 867 8492 0440  
3462487799,,86784920440# US (Houston)