

### Zoom and Boards of Specified Jurisdiction

As Board meetings have gone virtual, the Healey Education Foundation recommends using Zoom to host live video meetings for Board members. Below are recommended tips and best practices for ensuring a secure and productive Zoom meeting.

#### Prior to your next Board meeting:

- Ensure all Board members have downloaded Zoom onto their respective devices
  - For added security, all Board members should set up an account; it is free and easy: <https://zoom.us/signup>
- Ask Board members to prepare for the Zoom meeting
  - Test their connectivity, video and sound: <https://zoom.us/test>
  - Consider using a headset or headphones plugged into their device to cut down on feedback and background noise
- Check Zoom version to see if updates are needed
  - In Zoom, click initials in the upper right corner, then click “Check for Updates”
  - Starting May 30, 2020 all users will be required to update before joining meetings

#### Setting up your Zoom meeting:

*Having your meeting set up properly goes a long way to ensure confidentiality*

- Use an automatically generated Zoom ID, NOT your personal ID
  - Require a password of attendees
- Only accept authenticated users
  - This means all Board members and attendees will need a Zoom account
- Set up Waiting Rooms
  - This allows you to review who is logging in prior to them joining the meeting
- Ask attendees to NOT share the meeting invitation with people outside of the attendees list

#### Running your Zoom meeting:

*Establish a professional tone and allow the meeting to operate effectively*

- Require that all attendees join by video and keep their cameras turned on
- Once everyone has joined the meeting, lock the room to limit the ability for uninvited guests to join
- Record the session AND let all attendees know it is being recorded
- Consider muting all guests once the meeting starts
- Set up a secondary host:
  - In the event the primary loses connection, the secondary can transition smoothly
- Be sure anyone who is presenting materials has them downloaded and open on their device
  - Consider asking all Board members to review a tutorial on how to share their screen

**For more tips and best practices, visit Zoom’s blog post on [Hosting a Virtual Board Meeting](#)**