

TAKING THE ROOM OUT OF THE BOARD ROOM

Conferencing with your State Association via the Web

FREE SERVICES:

SKYPE: www.skype.com

Pros:	Cons:
free if all members are using skype	no video available for conference calls
Members without internet can be called by the moderator	cannot see documents on the conference call
(~\$.02 per minute if calling a non-skype contact)	internet connections can drop off
Can conference with up to 25 people at a time	not everyone is comfortable using the internet (vs. their telephone)
Skype 4.0 beta includes file share	
Easy to install: just download	
Easy to use: just pick your skype name and go	
Shows all contacts on the conference call	
<ul style="list-style-type: none">• Works on Windows, Linux and Mac	

How to hold a board meeting with skype:

- ❖ Send previous board minutes with file share if not already received via e-mail attachment
- ❖ Vote using a roll call
- ❖ Google docs is the easiest way to share documents and work on them simultaneously in a group. Members can access google docs while on skype.

Other free services:

Microsoft NetMeeting is a feature of previous versions of Windows that is not available for Windows Vista.

Con: required to use Windows and is not easy to set up.

If using Vista, consider using Windows Meeting Space to collaborate with other people, share documents, and make presentations. It allows you to collaborate with up to ten other people on the Internet, a local network or a wireless ad hoc network. If no network exists and you are all in the same room, Windows Meeting Space will set up an ad hoc network automatically.

Con: requires Windows Vista for all users. Only allows up to 10 people.

OTHER SERVICES in moderate price range:

Infinite Conferencing (Flat fee): <http://www.infiniteconferencing.com/>

Pros	Cons
No set up costs	Flat fee: \$50 /mo. Up to 10 people; \$100/mo. Up to 20 people; \$200/mo. Up to 50 people
Up to 125 participants	\$0.05/min per connection teleconference only up to 100 people
Upload documents and slides for sharing	
Hand raise for polling and voting; IM is integrated	

Infinite Conferencing (per usage): <http://www.infiniteconferencing.com/>

Pros	Cons
No set up costs	
Up to 125 participants	\$0.05/min per connection
Upload documents and slides for sharing	
Hand raise for polling and voting; IM is integrated	

How to hold a board meeting with Infinite Conferencing service:

- ❖ Upload files to share before meeting.
- ❖ All members can make notes/type on shared files and save.
- ❖ Attendees are listed on side bar
- ❖ Hand raise function to ask to speak or to perform polling or vote on motion, etc.

MeetingBridge Conferencing: <http://www.meetingbridge.com/>

Pros	Cons
No set up costs	\$0.14/min per person for audio & web
Up to 125 participants	\$0.06/min per connection teleconference only
Upload documents for sharing	
Hand raise for polling and voting	

How to hold a board meeting with MeetingBridge conferencing:

- ❖ Send files to share to "organizer" to post before meeting.
- ❖ MeetingBridge sends link to board members and "invites" them to join meeting.
- ❖ All members can make notes/type on shared files and save.
- ❖ Attendees are listed on side bar
- ❖ Hand raise function to ask to speak or to perform polling or vote on motion

iLinc Web Conferencing (Named Host e.g., MSHA): <http://www.ilinc.com>

Pros	Cons
\$50/month decreases with > 25 participants	\$50/month ≤ 25 participants (basic)
No set up costs	\$0.07/min per connection for telephone conferencing
Files, documents and slides for viewing through same meeting link	
Can transfer "host" ownership to subsequent president or association staff	Host controls microphone, must be called upon to speak, although IM chat available at all times

iLinc Web Conferencing (Per Minute Usage): <http://www.ilinc.com>

Pros	Cons
Per minute charges based on use	\$0.24/min per connection
No set up costs	
Files, documents and slides for viewing through same meeting link	
Cost decreases per minute if usage exceeds 2500 minutes	Host controls microphone, must be called upon to speak, although IM chat available at all times

How to hold a board meeting with iLinc conferencing:

- ❖ Send files to share to "organizer" to post before meeting.
- ❖ iLinc sends link to board members and "invites" them to join meeting. Members can come in and out of the meeting throughout.
- ❖ All members can make notes/type on shared files and save.
- ❖ Attendees are listed on side bar
- ❖ Hand raise function for asking to speak or to perform polling or vote on motion

ADOBE Acrobat Connect Pro : <http://www.adobe.com/products/acrobatconnectpro/demo/>

Pros	Cons
Nothing to download - users only need an Internet browser and Adobe Flash Player	costly if not used a great deal - \$750/yr. for a minimum of 5 organizers - unlimited meeting time
Easy access - good audio/video quality	Need to upload files to share in advance - can be slow to upload during a meeting
Can interact through telephone, VoIP, chat "pods" and/or webcams	Members can sometimes get "knocked out" of a meeting
Many uploading options - Word documents, PowerPoints, streaming video, etc.	

How to hold a board meeting with Adobe Acrobat ConnectPro:

- ❖ Send files to share to "organizer" to post before meeting.

- ❖ Organizer sends link to board members and "invites" them to join meeting. Members can come in and out of the meeting throughout.
- ❖ All members can see those using a webcam.
- ❖ All members can make notes/type on shared files and save.

TOP OF THE LINE: WebEx and similar services up to \$0.33 per minute per connection but audio, video, file sharing and IM all available on same site.