

Teleconferencing committee

Philip Hoyler
PJ Powers
Jose Lopes
Jon Hayhow

Will Housley
Erik Oliver
Matt Kline

Objectives:

- 1) Setup one room in the church with full teleconferencing capacity including video and microphones.
 - At the last business meeting we were approved for \$1500 to spend on teleconference. Matt Kline came on board and was able to price out options that could fit our needs.Two options:
 - A. Setup a smaller room in the church (such as the library) with teleconferencing (\$1900 w/out a new TV).
 - B. Setup a larger room (such as the large SS classroom) with teleconferencing (~\$5500, w tv)
- 2) Determine internet needs and boost internet connectivity as needed to support the teleconferencing room.
 - There are significant internet connectivity issues in the church that will require setting up network access points in the building. We will work on setting up Connectivity for whichever room is chosen for teleconferencing. The larger problems for connectivity will be addressed by the Technology committee.
 - Run a hard line from the office to the teleconferencing room and boost connectivity speeds for the church to 100 MPS download, 20 MBPS upload.
- 3) Propose roles and responsibilities for a Technology Committee for approval at the April business meeting. This will then be forwarded to the Nominations committee to fill the position.

Objective

- **Provide a single room video conferencing setup for church council, business, and other online meetings**
- Options
 - Small Room (Library)
 - Large Room (Sanctuary Multi-Purpose Room)
 - Extra Large Room (Fellowship Hall) - not in scope
- Assumed Requirements
 - Display adequate for the room size (~4x the viewing distance)
 - Speaker(s) adequate for the room size
 - Camera adequate for room size
 - Compatibility with major collaboration tools (Zoom, Google Meet, etc)

Requirements

- Display adequate for the room size (~4x the viewing distance)
- Speaker(s) adequate for the room size
- Camera adequate for room size
- Compatibility with major collaboration tools (Zoom, Google Meet, etc)
- Easy to use
 - Little to no "setup"
 - Fewest wires/cables as possible
 - Budget conscious

Conclusion

An all-in-one solution best fits our needs

Option 1 – Small Room Recommend Equipment

- Logitech MeetUp
- Lenovo M720q Tiny Windows Desktop (or similar)
- Wireless Keyboard/Mouse (with trackpad)
 - Less batteries, only one peripheral on the table
- Stable network connection to room
- Display (existing tv?)

~\$1,900 without display, ~\$2,400 with display

Option 2 – Large Room Recommend Equipment

- Logitech Rally Bar
- Lenovo M720q Tiny Windows Desktop (or similar)
- Wireless Keyboard/Mouse (with trackpad)
 - Less batteries, only one peripheral on the table
- Stable network connection to room
- 55" Display

~\$5,000 without display, ~\$5,500 with display

Brainstorm of Tech Committee Assessment

- Internet net bandwidth (up & down)
- Commercial Wi-Fi solution
- Review of network equipment
- Review of church computers, age, currency of software updates, condition/health
- Review of church software / future desires (email, collaboration tools, CRM, etc)
- Website (recently revamped)
- 5 Year Plan / Tech Roadmap

Roles and Responsibilities for the technology committee

- Internet net bandwidth (up & down)
- Commercial Wi-Fi solution
- Review of network equipment
- Review of church computers, age, currency of software updates, condition/health
- Review of church software / future desires (email, collaboration tools, CRM, etc)
- Website (recently revamped)
- 5 Year Plan / Tech Roadmap
- Regular Tech committee meetings.
- Available for troubleshooting and training.
- One chairperson with representatives from other groups (A/V, website, Trustees).
- Requests for new Technology (computers, TVs, etc) are brought to the tech committee for review and presentation to a business meeting.