

Remote ASTI Branch Meetings:

At its meeting of 24th/25th September, Standing Committee discussed the matter of holding Branch meetings remotely in the context of the on-going pandemic.

What each branch needs:

Each branch is requested to set up a dedicated email address for the management of ASTI branch business. (Some branches may already have such a facility.)

Example: astibranchname@gmail.com

Each branch is requested, using branch funds, to purchase a Zoom licence for the branch which would be administered by a branch officer (Branch Secretary may be regarded as most practicable).

How to organise a meeting:

Some branches have already embarked on this journey. While practice differs somewhat, an approach which found favour at Standing Committee is as follows:

- (a) The Branch Secretary issues the Meeting Notice and Agenda in the form of a poster/notice to all School Stewards in the branch together with any other notices that are normally sent to non-school based members. Dissemination of this information to members in each school/centre would take place in accordance with normal longstanding arrangements.
- (b) Members wishing to attend the meeting are invited on the notification to email the branch email address (as described above) and request that they be sent a link to access the meeting.

Security:

As a security measure, all attendee should identify themselves clearly to the meeting. Their name and school where appropriate should normally suffice in that respect. When faced with a blank screen or a screen where it is not possible for the Chairperson of the meeting to identify an attendee, such persons should be excluded from the meeting.

Meeting etiquette:

The Zoom platform offers features and functionality for collaborative events with all participants being able to screen share, turn on their video and audio,

and see who else is in attendance. Attendees have the ability to interact in a variety of ways.

Managing Participants:

At the beginning of a meeting each attendee should be asked to mute their microphone and indicate using the raise hand function when they wish to speak. The host can also unmute the attendees.

The host can mute/unmute individual participants or all participants at once. This allows one to block distracting background noise.

The Chat Function:

Zoom has an in-meeting chat function available. Attendees/participants can message the entire group or message each other privately. Members should be advised to use this function with discretion and in the normal respectful manner in which ASTI meetings are conducted.

Training:

ASTI intends to provide a remote training session for Branch Chairpersons and Branch Secretaries on the organisation and management of branch meetings in the coming weeks. Further information will follow as soon as possible.

Best regards



Kieran Christie
General Secretary

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