

Lincoln Rotary #14
Rotary during COVID19

Regular meeting time: Tuesday at noon at The Nebraska Club in Lincoln

Upon the advice of a public health expert in our club, Rotary 14 has adopted the following plan to conduct meetings during the pandemic:

- We rely on Lincoln-Lancaster County Health Department's COVID19 Risk Dial. If the dial is in:
 - Red (severe) or orange (high), we meet virtually only on Zoom and push a feed to our public Facebook page
 - Green (low) or yellow (moderate) for at least two consecutive weeks, we will hold a hybrid in-person/online meeting.
- President checks dial on Friday afternoon (the county updates it at 3:30 p.m.) and sends a message to all members about meeting status.

Hybrid in-person/online meeting logistics:

- In-person attendance limited to 25 (suggested limit by our health expert to allow for appropriate physical distancing in an interior space)
- Must reserve a spot (reservations open on Wednesday). While first come first serve. The club does hold spots for the speaker and any special guests.
- Members are bill for their spot after we confirm an in-person meeting can be held
- Members must prepay electronically before the meeting (trying to reduce physical contact)
- Preprinted name tags are provided to those who attend
- Food service is limited to a plated meal that is served to the attendees
- It is an expectation that members wear a mask when not eating or drinking and do not attend if they are not feeling well
- Hand sanitizer is available. A bottle of hand sanitizer is by the podium and anyone presenting is expected to sanitize before they touch the microphone or podium.
- No singing at in-person meetings.

Technology considerations:

- Zoom meeting is hosted by someone not attending in-person who has a strong, reliable, hard-wired internet connection. This way, if something happens to the internet connection at the meeting facility, the meeting does not close and in theory, once the issue is resolved, we could reconnect.
- A computer with external camera is set up at the meeting site and connects as an attendee to zoom meeting. The same computer is connected to the video system to project the zoom meeting.
- An [audio interface](#) connects The Nebraska Club's audio system (microphone and speakers) into the computer that broadcasts to zoom to provide better audio quality. In addition, this allows someone to present from Zoom with the audio going over the Nebraska Club's speakers.
- Slides are ran remotely (usually by the person who is hosting the meeting).
- A member is assigned to watch comments and questions that are posted on Zoom or Facebook and relay those back to the presenter.
- The club holds a dress rehearsal Monday at noon via zoom for anyone who is on the agenda. The meeting is usually 10 to 20 minutes long. This allows us to troubleshoot any technical issues before the meeting.