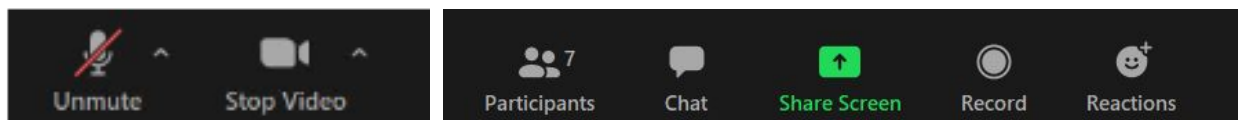


Meeting Guidelines

TROUBLESHOOTING

If you are unable to get into the meeting:	Email Christine Jackson, christine8jackson@gmail.com
If you lose connection during a vote:	Text or call Vanessa Valenzuela to cast your vote: 760/716-1549. (Must be done within 5 minutes of close of voting poll.)
If you have other questions or concerns during the meeting:	Private chat Shelley Spisak. See instructions below.

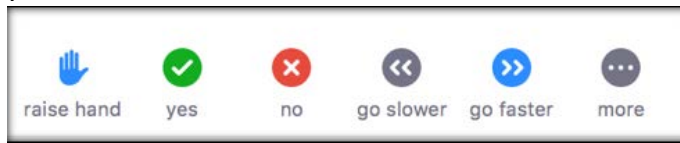
ZOOM MEETING CONTROLS



Mute/Unmute: Red line means you are muted. The president will control muting and unmuting. Raise your hand (click on **Participants** and then the blue **raise hand**) if you wish to speak. (If you are on the phone, press *9 to raise your hand.)

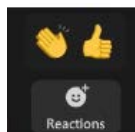
Stop/Start Video: Red line means your camera is not on. Click to remove red line if you want to be seen in the Zoom meeting; click to add red line if you do not wish to be seen in the meeting.

Participants: Click to see a list of Participants and to see the button that allows you to raise your hand.



Chat: Click to open the Chat window. Only private chat with an Executive Board member is enabled.

Reactions: Click to select a clapping hand or thumbs up that you can click to show briefly on your screen.



NOTE:

- You will be muted unless the President has called on you to speak. If you wish to speak raise your hand (click on **Participants** and then the blue **raise hand**; if you are on the phone, press *9 to raise your hand.)
- Only private chat with an Executive Board member is enabled.