

**VAAC Virtual Meeting**

**September 17, 2020**

**10:00 – 11:30 am**

Join Zoom Meeting

https://wdva.zoom.us/j/94565330355?pwd=Vk50T25yMlJ3RmVKa0lwNXJxbnJUZz09

Meeting ID: 945 6533 0355

Passcode: 925888

**AGENDA**

* **Roll Call –** Larry Alcantara
* **After Action Report of First Virtual Town Hall – All**
* **Dates of Next Virtual Town Hall for 2020 – All**
* **Topics/Speakers – All**
* **2020 Outstanding Service to Veterans Award – All**
* **Selection for Awardees (Date) – All**
* **2020 Auburn Veterans Day Parade - All**
* **Good of the Order - All**

AAR on the VAAC Town Hall Virtual Meeting: Compiled from e-mail received

PRO'S -

* Time of the day was just right to conduct the virtual town hall
* Information brief informative
* All Topics covered by speakers were good
* Information and info for attendees to follow up were placed in the Q & A or emailed to attendees to have later on when they may have questions or comments.
* Slide briefs were emailed to all attendees.
* Information to find those resources or assistance were shared with attendees as well as links were also sent via e-mail to attendees
* Time Frame was good – went a little over the mark
* Very Engaging

CON'S -

* Attendees needs to be muted
* If available, keep all attendees in a virtual waiting room until the top of the hour when the meeting starts. preventing repeating constant introductions every time someone chime's in.
* VAAC members needs to log on at least 15-20 minutes before start of the town hall to work on last minute logistics for the town hall to avoid destruction/interruption
* Ensure that VAAC Members chime in on time and if cannot make it – notify VAAC Chair, Vice Chair and Liza so it can be announced during the roll call
* Speaker should stand in a podium while giving presentation and try to have attendees engaged during the presentation
* Power point presentation – good to see on the screen, suggest that presenter not read it verbatim
* Would be great during presentation to give examples of the information being shared so attendees can relate better or have much better understanding
* Camera needs to be and be focus to the individual presenting