



TIPS FOR ONLINE BOARD MEETINGS

1. **Schedule and send out invitations well in advance of meetings**
 - a. Follow notice requirements
 - b. Make sure that all attendees can hear each other at the same time
2. **Make sure there's a clear agenda for the meeting**
3. **Technology – Assume this will be a problem so be prepared:**
 - a. Use software everyone is comfortable with.
 - b. Send log-information (access codes, call-in in numbers, etc.) at least a day in advance so that participants can test for any software downloads needed.
 - c. Test your equipment before the meeting to make sure you're comfortable with how to connect and use the equipment
 - d. Remind other users to test their connection
 - e. Reboot your computer ahead of time
 - f. Connect early
 - g. Have alternative connection information available
 - h. Shut down other programs
 - i. Temporarily disable any automated backup programs
4. **You should have a clean distraction-free background – clear your physical desktop if you are sharing screens**
5. **Pay attention to sounds – don't add noise to the meeting**
6. **Stay focused. It's easy to start multi-tasking when you're not physically present**
7. **Follow Conduct of Meetings policy**
 - a. Homeowner attendance / participation – homeowners are allowed to attend Board meetings, including online meetings, so provide the log-in information to those who request to attend
 - b. Executive Sessions – You can only hold closed Board meetings for categories permitted under C.R.S. §38-33.3-308(4)
 - c. Homeowners are allowed to participate prior to the Board taking action.