

# Using Technology to Conduct an Auxiliary Meeting

Members may join meetings using electronic or digital tools such as conference calls, webcams, FaceTime, Skype and more.

This is your guide on who, what, when, where and how to use technology in Auxiliary meetings.

## Technology Tools: What is needed on both ends?

- Personal computer, laptop, tablet or smartphone
- High speed Internet connection (such as DSL or Internet provided by a cable company; for tablets and smartphones, 3G, 4G or LTE is often not fast enough; you need Wi-Fi)
- Telephone line or USB connected speakers and microphone
- Internal webcam or USB connected external webcam

### Webex Meeting Center, [www.webex.com](http://www.webex.com)

- Starts at \$49/month for up to 25 meeting attendees
- Unlimited online meetings
- Share documents, applications, etc. , in real time
- Share multiple, simultaneous webcam video feeds
- See and hear, automatically, who is talking
- Supports attending meetings via desktop and mobile devices

### Go To Meeting, [www.gotomeeting.com](http://www.gotomeeting.com)

- Starts at \$39/month for up to 25 attendees
- Unlimited online meetings
- Share documents, applications, etc. , in real time
- Supports attending meetings via desktop and mobile devices

### Skype, [www.skype.com](http://www.skype.com)

- Free Skype to Skype audio and video calls (\$2.99/month unlimited calls to landlines and mobiles in U.S.)
- Up to 25 people on audio calls; up to 10 people on video calls
- Supports attending meetings via desktop and mobile devices

### FaceTime

- Two Apple devices with FaceTime capabilities (must have Wi-Fi)



## Who Might Need to Do This and When?

- Members who travel for work
- Members who are deployed overseas
- Members called away for emergencies
- Snowbirds
- Members in locations with extreme weather
- Members who are geographically isolated
- Members who are homebound
- Members living in assistance facilities

## Guidelines for Joining a VFW Auxiliary Meeting with Technology

1. In order to constitute a regular VFW Auxiliary meeting, there must be five (5) members present in one location. (Bylaws Sec. 210 & 212)
2. Once the five (5) members are in one location, any number of other members may join via digital means. (See above Technology Tools for ideas on how to do this.)
3. Conference calls may be used, but only if the five (5) initial members are in one location.
4. Of the members present either physically or digitally, one (1) must be the President, the Secretary or the Treasurer (either elected or pro tem).
5. This type of meeting would most likely be conducted using the Roundtable Meeting format found in the Ritual's General Instructions.
6. A VFW Auxiliary may create a standing motion to conduct business in a Roundtable format, or it can be voted on as a one-time format as needed.

Questions? Contact VFW Auxiliary National Headquarters at 816.561.8655 or [info@vfwauxiliary.org](mailto:info@vfwauxiliary.org)