OVERVIEW

With the COVID-19 pandemic still present throughout the United States, holding meetings in person, as traditionally required for local and state bowling associations, is not legally possible in many locations.

With technological advancements, holding online meetings is much easier and is an option for local or state groups to conduct a meeting.

Recently, the USBC Board of Directors approved a resolution giving local and state boards the authority to hold their membership or delegate meetings virtually in 2021.

With the option to hold a meeting virtually, we are encouraging associations to hold their annual meetings either virtually or in person. You will not be allowed to hold a hybrid meeting. This is to avoid the additional complexity of ensuring attendees in both environments are in sync.

DIGITAL PLATFORM OPTIONS

A variety of web platforms have grown in popularity since the start of the pandemic. Below is a list of the more popular platforms and links to information about each of them for your association to consider. Many of them have a cost when needing to use it for larger volumes of people and for longer periods of time, but the costs are reasonable in the grand scope of costs affiliated with holding a local or state meeting.

1. Zoom
2. GoToMeeting
3. Google Meet
4. WebEx

MEETING REQUIREMENTS

Traditional annual meetings are comprised of the required elements of an annual meeting, but also many times fun and engaging activities are included to make the event more enjoyable. With that said, going virtual those things become more difficult. We encourage the associations who opt to hold their annual meeting virtually to utilize the following sample outline of an agenda, to ensure the required matters are covered efficiently.

1. President's Welcome
2. Board Introductions
3. Call to Order
4. National Anthem/Pledge of Allegiance
5. Approval of the previous meeting minutes
6. Credential report
7. Announcement of committee reports on the website
8. Financial report (verbal & written)
9. Youth Committee report (verbal & written)
10. Bylaw amendments (if applicable)
11. Election of board members/officers
12. Old Business
13. New Business
14. Adjournment

ATTENDANCE AND REGISTRATION

For a local association annual meeting, typically there are not registrations. Those who show, provided a quorum is met, make the decisions at the meeting.

In a virtual meeting, advanced registration for attending the meeting is going to be required. Ensuring eligibility at a local meeting (membership) or at a state meeting (delegate) is necessary to ensure the voting body is correct.

The platforms in this document allow attendees to register for the meeting online, so the association manager can verify the attendee's eligibility prior to the meeting and manage the voting during the meeting.

BEST PRACTICES

A. *Email information to all required persons prior to the meeting (see Article VII, Section A of the bylaws for required meeting notice information).*

   Below is a list of items that should be emailed out to registered attendees ahead of time.

   1. Agenda
   2. Committee reports
   3. Financial reports
   4. Bios of candidates

B. *Make yourself familiar with the software*

   We recommend 3-4 board members are tasked with ensuring operational excellence of the meeting. Software should be tested, so any questions that may arise from the meeting attendees can be addressed. We suggest running a "mock meeting" to test the software prior to sending out the information to the attendees.

C. *Invitations*

   In a virtual meeting, advanced registration for attending the meeting is going to be required. The association will decide what method of reservation/registration they will use. You then will provide a link to your confirmed attendees to utilize when logging in to your meeting platform, either automatically through the reservation system, or manually, if being managed by your association.

   Several options include:

   1. Email blast from your association
        a. Manually process and respond with meeting links
   2. Eventbrite www.eventbrite.com
   3. Ticket Tailor (free for free events) www.tickettailor.com
   4. Bookwhen (free up to 50 attendees) www.bookwhen.com
   5. Tito (free for non-profits) www.ti.to/home
   6. Xing Events (free) www.xing-events.com/en

D. *Start time*

Have a "check-in" period before the meeting is scheduled to start, so people can get properly logged in and verify they have both audio and video working, so the meeting can start on time, with minimal problems. Example: If the meeting is scheduled to start at 4 p.m., have the check-in time scheduled from 3:30–3:55pm. Also, be sure to have a dedicated person available to assist with any IT-related issues.

E. *Test meeting for anyone interested in practice with the software*

Nothing kills momentum at the start of a meeting like a 15-minute delay because people need to download software, can't get the video to work, don't have any sound, etc. Prior to a virtual meeting, all participants should have the opportunity to test the technology and make sure they are comfortable with the major features. Offering one or two "practice meetings" the week prior to the annual meeting is a great way to get your attendees comfortable with the meeting platform and work out any issues before the actual meeting day.

SCHEDULE

Below is a sample table an association could use to keep track of the process for setting up and facilitating their annual meeting. There's also space to note the lead person and necessary starting/ending dates.

DATE/TIME	TOPIC	LEAD