

S. Scott McDowell

From: S. Scott McDowell <admin@ci.brownsville.or.us>
Sent: Tuesday, March 31, 2020 12:27 PM
To: Officials & Attendees
Subject: Brownsville, OR | Teleconference Meeting Logistics

Good Morning Everyone,

Tonight, will be the first ever City teleconference meeting. I expect there to be plenty of bugs that we will need to work out, but I have tried to make sure that everyone is comfortable logging on and have done tests with nearly all Council members.

To ensure the smoothest possible meeting, there will be a few steps that we will each need to do to make this meeting as successful as possible.

Personal steps are as follows:

1. Minimize background noise.
2. Print out your agenda or any other pages that you may have questions about.
3. Log in around 6:45 p.m.

Meeting Protocol Steps:

1. Everyone will be muted except for Mayor Ware once the meeting starts.
2. To speak, click the hand icon at the top of your screen; circled here in red.
You must move your mouse to see the icons below:



3. For voting & motions, everyone will be unmuted which is why it will be important to minimize background noise as much as possible.
4. I will be able to access the pages of the packet and I can share my screen with all participants.

We will do our best! I think we are as ready as we can be. If know of anyone who is interested in listening in, they can call (717) 275-8940. Access Code is 187 3859. See you tonight!



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