

Good afternoon members,

I, along with group secretary wanted to reach out regarding security changes that are being put in place prior to this Wednesday's meeting that will (hopefully) prevent or mitigate disruptions and meeting crashers. We are aware that some members may be apprehensive about continuing to attend and we want to let you know that we understand and are taking active measures to make our meeting a safe place to be.

Here's what you need to know:

- 1. The meeting log-in is staying the same: xxx-xxx-xxx*
- 2. The meeting password is staying the same: ***** (all lower case)*
- 3. The meeting "room" will be open approximately 10-15 minutes prior to the meeting start time of 7:30 pm for pre-meeting fellowship.*
- 4. Once you join the meeting, you will be unable to rename yourself. If you wish to practice anonymity by making sure your full name is not visible, you will need to do that prior to joining the meeting.*
- 5. Your microphone settings will be within your control until a minute or two prior to the 7:30 pm start time. This will allow for pre-meeting fellowship. Unfortunately, it also means that a potential crasher could attempt to cause a disruption during the "meeting-before-the-meeting." Should this occur, we acting as co-hosts (essentially bouncers) will take whatever "evasive actions" we need to take to identify and remove that person ASAP.*
- 6. At a few moments before 7:30 pm, we will be muting everyone's microphone and securing them so that meeting participants will be unable to unmute themselves. Nick and I will split duties of unmuting members during the meeting as they are called on to share.*
- 7. Once the meeting commences at 7:30 pm, we will enable a "Waiting Room." Anyone wishing to enter the meeting after that time will need to receive permission / access from us. Even though the Waiting Room will be enabled, we can't guarantee that we will be able to weed out every person wishing to disrupt the meeting. However, once they enter and find they cannot unmute themselves, they will likely leave on their own.*
- 8. All options for file sharing, screen sharing, and other means of possibly "hijacking" the visual content of the meeting have been disabled*
- 9. "Chatting" (messaging) during the meeting will be restricted to the meeting secretary and the co-hosts. No private or public messages will be allowed by members.*

If these plans and procedures are implemented properly, they will be invisible to you as members. You will get to enjoy the meeting without worrying about any disruptions. Most of this will not impact, in any appreciable way, the pre-meeting fellowship or the in-meeting experience. The only change people will notice is the addition of the waiting room; if a large number of people arrive late, then entry could be delayed as we try to work through that group to get them "in the door." Please arrive early, if only by a minute or two. Doing so will also ensure that we get to have some experience of being "at the meeting" rather than spending all of our time dealing with late-comers in the waiting room. We're happy to be of service, and we would like to enjoy the meeting as well.

If there are people you know who attend the meeting and may not be on this email, please contact them and forward this email along.