

ASPCRO Midyear Board of Directors Meeting  
August 18, 2013  
Atlanta, Georgia

**Committee:           ASPCRO Web Conference Committee (AWCC)**

**Mission Statement:**

- The AWCC's purpose is to determine the audiovisual equipment, supplies and ongoing support needed to ensure that ASPCRO meetings are satisfactorily seen and heard by those in attendance—whether online or in person.
- The AWCC shall consult ASPCRO members, listen to the feedback of attendees and seek the direction of the Board of Directors to develop technological plans to address audiovisual issues.
- The AWCC shall regularly develop and implement procedures which will facilitate the viewing of previously recorded ASPCRO meetings.

**Activities:**

- On March 12, 2013, the AWCC met and discussed the need to create a Webcast Policy and a Consent Form for speakers.
- On April 16, 2013, AWCC sent the Board a draft of the Webinar Webcast Policy to obtain feedback in the matter of policy, pricing structure and other suggestions. The AWCC also communicated with Adobe personnel and purchased an Adobe Connect License, which matched the needs of ASPCRO. The fee for one year was \$2,125.00; the license allows up to 5 meeting rooms with up to 100 attendees in each room. [Adobe provided a license on May 7, 2013]. Fees were discussed and based upon the comments of the Board, the video conferences would be handled as a test pilot and no fees would be charged to those registered with ASPCRO.
- On May 8, 2013, the AWCC distributed a final copy of the Webinar Webcast Policy and Consent Form [**Reference attached documents**]. Speakers would be provided clear options of whether they would like their session broadcasted and recorded.
- On June 3, 2013, the AWCC met to learn the basics of online conferencing. Special thanks goes to Grahame Dryden from the Colorado Department of Agriculture for providing the course. The AWCC also discussed additional computer hardware needs to facilitate conference in Atlanta, Georgia. HDMI, VGA and audio cables were ordered.

- On June 6, 2013, the AWCC created “online meeting rooms” to coincide with the meeting days for ASPCRO in Georgia. Passwords were created for some of the Committee and/or Board members, as the Adobe license would allow.
- On August 5, 2013, the AWCC made its final purchase of equipment necessary for the Georgia, ASPCRO conference; namely, two 100 foot VGA cables with audio, which totaled \$76.54. The purchase was actually substantially less than “renting” from the hotel.
- On August 5, 2013 and August 7, the AWCC with John Scott as the lead, hosted an online session with EPA representatives scheduled to speak at ASPCRO in Georgia. Mr. Scott provided basic orientation on Adobe Connect.
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**Pending Activities:**

On 8/18/13, the AWCC will set up the main meeting room and test the equipment for the ASCPCRO conference.

A link of all authorized webcasted ASPCRO sessions will be emailed to all registered state lead agency representatives. This will allow any who could not attend to view most of the courses online.

Other activities will be planned according to the needs to the Board and the attendees after the August conference.