

## CURRENT TASKS BEHIND FORUM'S ONGOING EXISTENCE

### MEETING-DAY TASKS

9-9-25

- Brew the coffee (Arrive at 7:30).
- Clean out the coffee pots after meeting.
- Stow the hospitality table equipment and condiments and return storage tubs to Stuff Room.
- Be part of the livestream production crew: Arrive 7:30-7:45. Fire up Webex equipment, and your own laptop, to allow you to see the show as viewers experience it. Have the livestream running by 8 a.m. Control cameras, be prepared for various problems. End livestream and stow equipment.
- Schedule people to open meeting with prayer, and offer prayer if someone doesn't show up.
- Purchase supplies and, before Forum opens, place on presenters table the tent cards and markers that presenters fill in to identify themselves to Forum participants.
- Facilitate meetings, learning before meetings the names of presenters. Arrive early; stay through end. This task, usually split among two people for each Forum meeting, includes watching the participants to create the list of persons with questions.
- Take digital photos using your own camera, focusing on both presenters and audience to share for video production; be prepared for surprises and capture them when room equipment won't maneuver in time.
- Deliver wireless mic to next questioner. Perfect task for someone who cannot arrive on time.
- Track total attendance in the room; gather similar information for the livestreams on Forum website, YouTube and Facebook. Total it up and post the numbers to Forum attendance page.
- I want my task to be to attend when I can, listen, and speak out about things important to me.
- Track elapsed time of questions asked and answers given. Must be punctual, and regular in attendance unless sharing task with another person.
- Tidy up after meeting: Straighten tables, chairs; deposit with security any items left behind in room by participants.
- On Tuesday after meeting, write about the content of the meeting, and share it on social media and elsewhere.

### TASKS TAKING PLACE BETWEEN MEETINGS

- Schedule speakers for each Forum, splitting task with one or two other people.
- Plan, prepare and preside over the annual Christmas party.
- Purchase, write and mail cards to presenters thanking them on behalf of the Forum.
- Keep the Forum's "books," i.e., financials posted on Forum website covering the Coffee Fund and Action Fund.
- Throughout the week, monitor social media sites, respond to comments on behalf of Forum, and forward postings about issues of interest to Forum participants.
- Attend community events to invite attendance at Forums, particularly at venues that attract young adults.
- About an hour after Forum closes, download the recording from Webex, edit it in iMovie or other video editor, cover outages with video snippits from backup cameras, process and post the edited video to Forum page, to YouTube and to Facebook. When social media complete their processing, delete the unedited livestream file from the social media site.
- Keep the Forum business cards up to date, pay for and order as needed.
- Use e-blast service to send out two announcements each week: Sunday night of the names of invited speakers; after Forum, links to Forum write-ups on website and local media, plus link to week's announcements.
- Buy bottled water and, on meeting day, place bottles on presenters table before meeting begins.
- Purchase condiments and coffee grounds in person or online, using donations to Coffee Fund. Post details to Forum website's financials page.
- Regularly read the website; update items that are out of date; add more recent material.
- Obtain sponsors for breakfast on 2nd Tuesday each month.
- Prepare weekly announcements from content arriving Wednesday through Tuesday in PDFs, e-mails, voice-mails and spoken words at each Forum. Content of announcements during meetings can be found at the end of each week's video or listened to in real time on livestream, so this task does not require attendance at all Forum meetings.