District 6 Staff Meeting via Zoom

1:00 p.m. --- April 14, 2020

<u>**Agenda**</u>

- **Extension District Board's paying bills electronically**

- **IT Trainings with Chad Jennings**
  - ○ Microsoft Teams
  - ○ Adobe Acrobat
  - ○ Others as needed

- **Small Business Development Center Quick Response In-service**
  - ○ April 15 @ 3:00 p.m. Eastern Time
  - ○ Must register in order to participate.
  - ○ Here is the registration link:
    https://event.webinarjam.com/register/13/xyoplf4

- **Plan of Work (POW) Emergency Preparedness and Response**

- **We need to have rotations in each office.**
  - ○ No more than one person in office at a time.
  - ○ Staff are not required to remain in the office for an entire day.
  - ○ Only take care of what needs to be done at the office and then return to working remotely.

- **We must make sure that District Board meetings have been held legally.**
  - ○ Please email proof that meeting announcements were advertised.

- **Would anybody like to share an individual, group or office success story?**

- **Feedback Forms and Social Media Spotlights**
  - ○ Video Sharing through OneDrive.
  - ○ Go to CES Facebook Page for Social Media Spotlights.

- **Be safe and take care of yourselves!**