
Virtual Annual Meetings

Flexibility and Patience

Tuning in to the Details of Virtual Annual Meeting

Think Creatively:

- Be thinking about something fun
- Make room for and invite conversation
- Take a break after worship
- Factor in Zoom fatigue

Adjust your schedule:

- One month (or more) out:
 - Remind your Vestry members and choose the best venue to include the most people
 - Request annual reports turned in early
- Two weeks out:
 - Announcement of Annual Meeting via worship services and email

- Assemble your packets early
 - Seven to ten days out:
 - Annual Report Packets sent via email and regular mail, if requested.
 - Week before:
 - Reach out to those who won't attend virtually.
 - Decide if you will be sharing your screen.
 - Day of:
 - Don't forget to open your polls at the start of worship.
 - Don't forget to certify your voters at the start of the meeting and do a sample poll - it really helps people feel better
 - Plan something FUN!
-

Polling in Zoom

Polling in Zoom

Advantages of using the Polling feature

- Our participants really found it to be FUN!
 - Increases interaction and participation.
 - As you are conducting the Poll, the host can see the percentage of voters who have submitted votes.
 - You can add your questions ahead of time AND during the meeting.
 - Zoom produces a polling report after the meeting that you can include with your minutes.
 - You can account for and include multiple voters who are logged in with the same device.
 - You are able to tally votes in real-time, and announce results rather than waiting for email or mail-in votes to be counted.
-

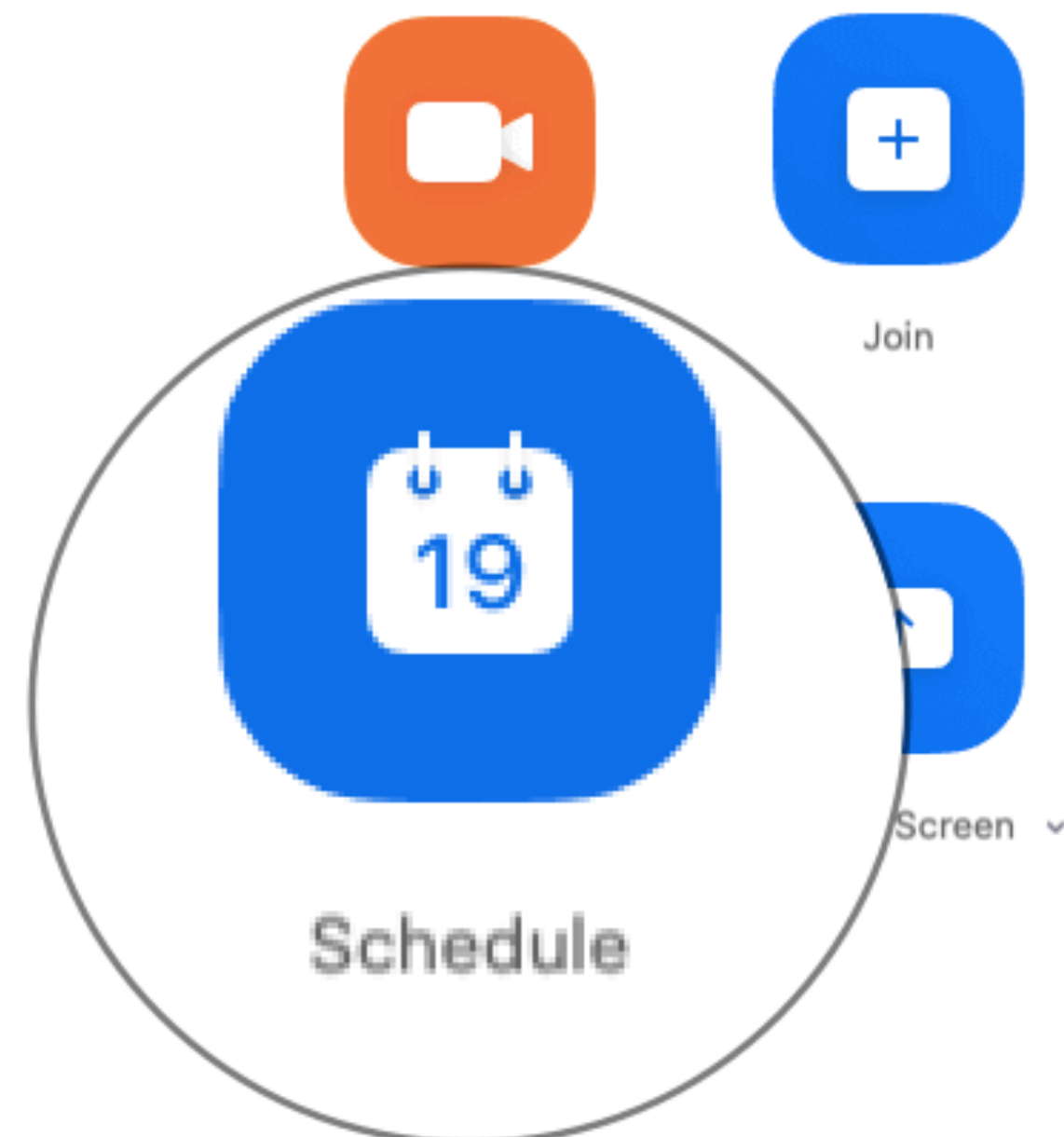
Practical How-to's Scheduling a Meeting and Setting up Polls

The Practical How-To's

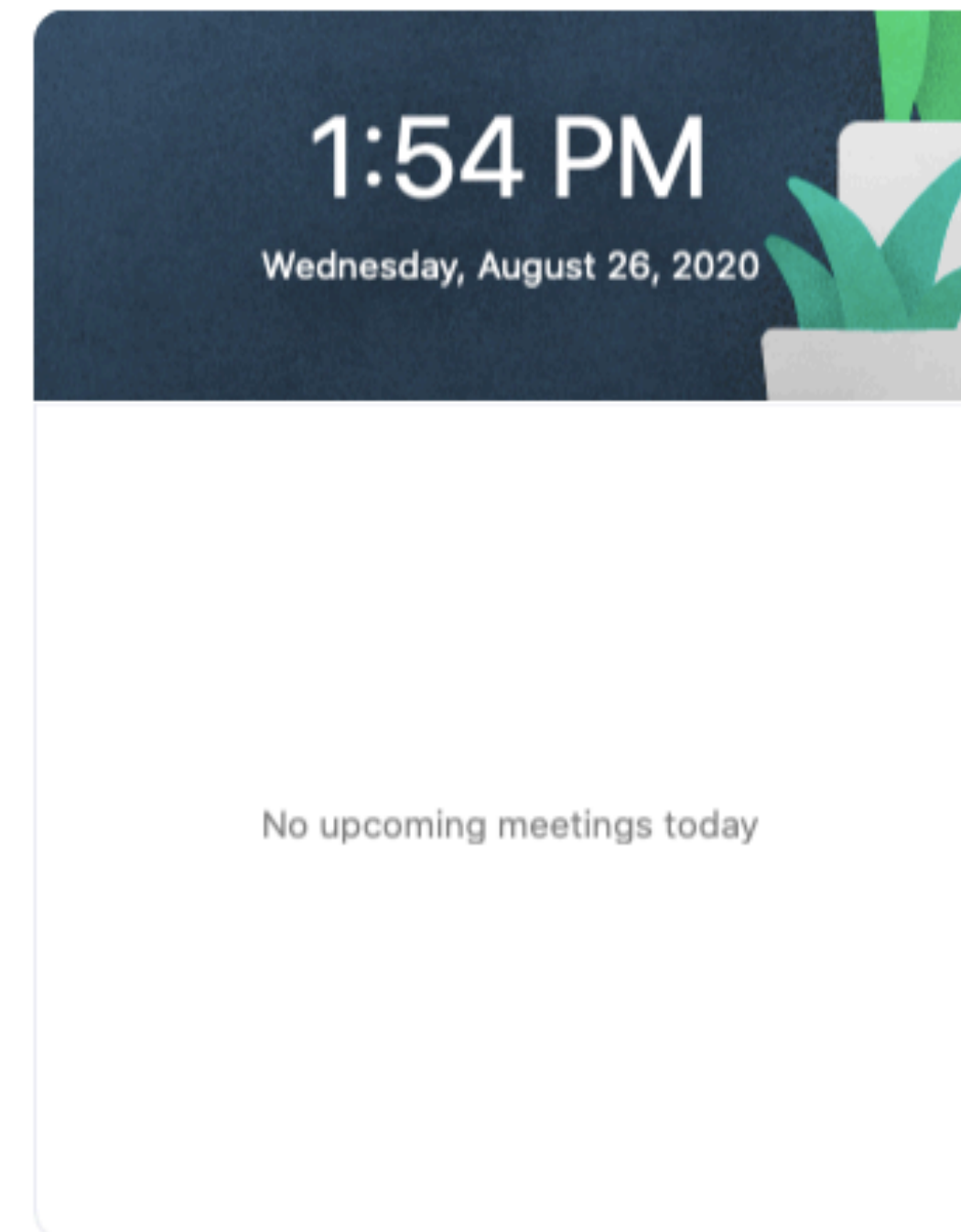
Scheduling your Annual Meeting
And
Setting up the Polls

Scheduling your meeting and setting up the Polls

Your ZOOM homepage



Click on the icon to schedule your annual meeting in Zoom



Scheduling your meeting and setting up the Polls

Schedule Meeting

Topic

Virtual Annual Meeting

Date

8/27/2020 11:00 AM to 8/27/2020 12:00 PM

☐ Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 771 925 6254

Password

☒ Require meeting password 178290

Video

Host ☐ On ☒ Off Participants ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

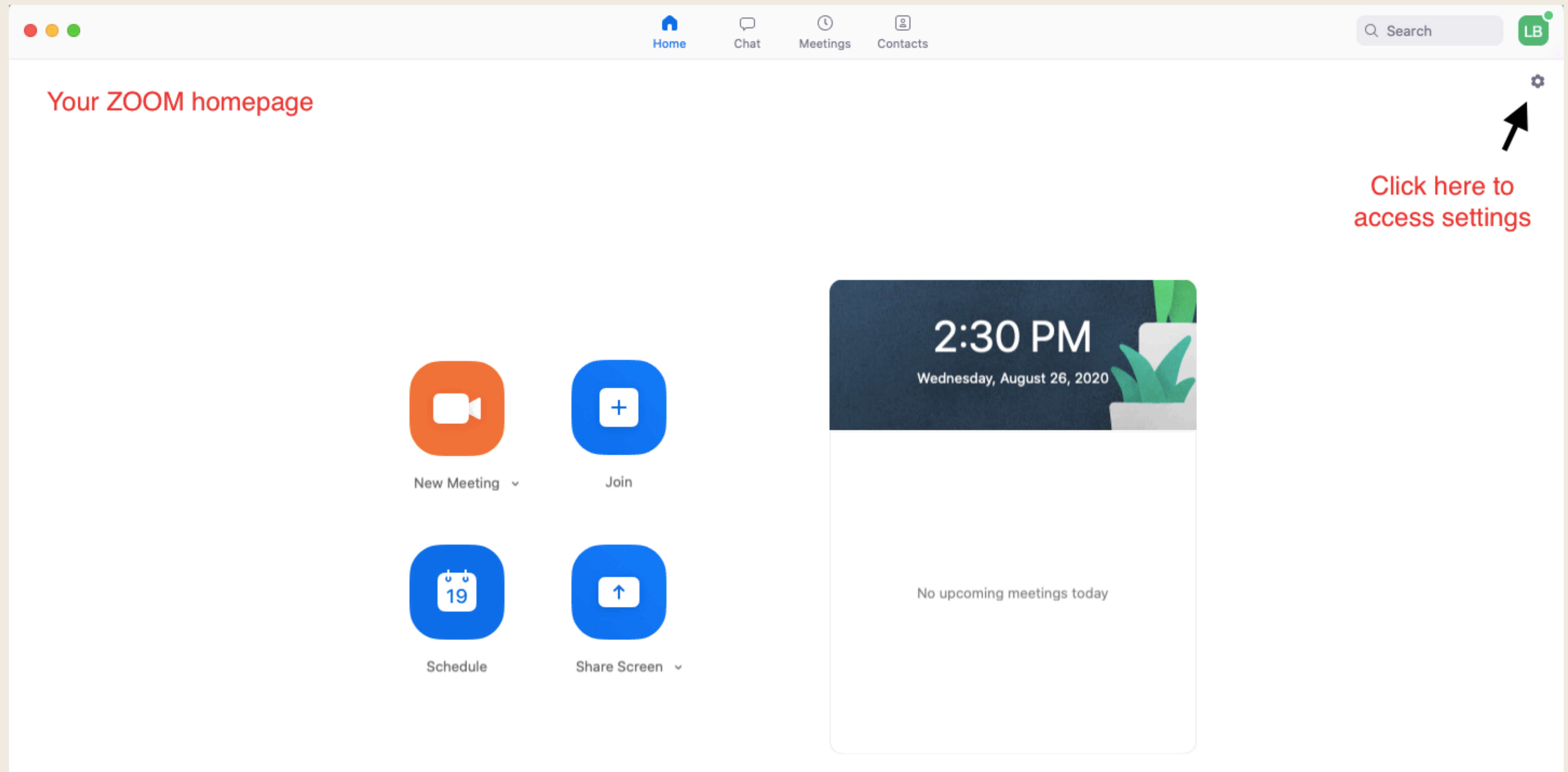
Calendar

☒ iCal ☐ Google Calendar ☐ Other Calendars

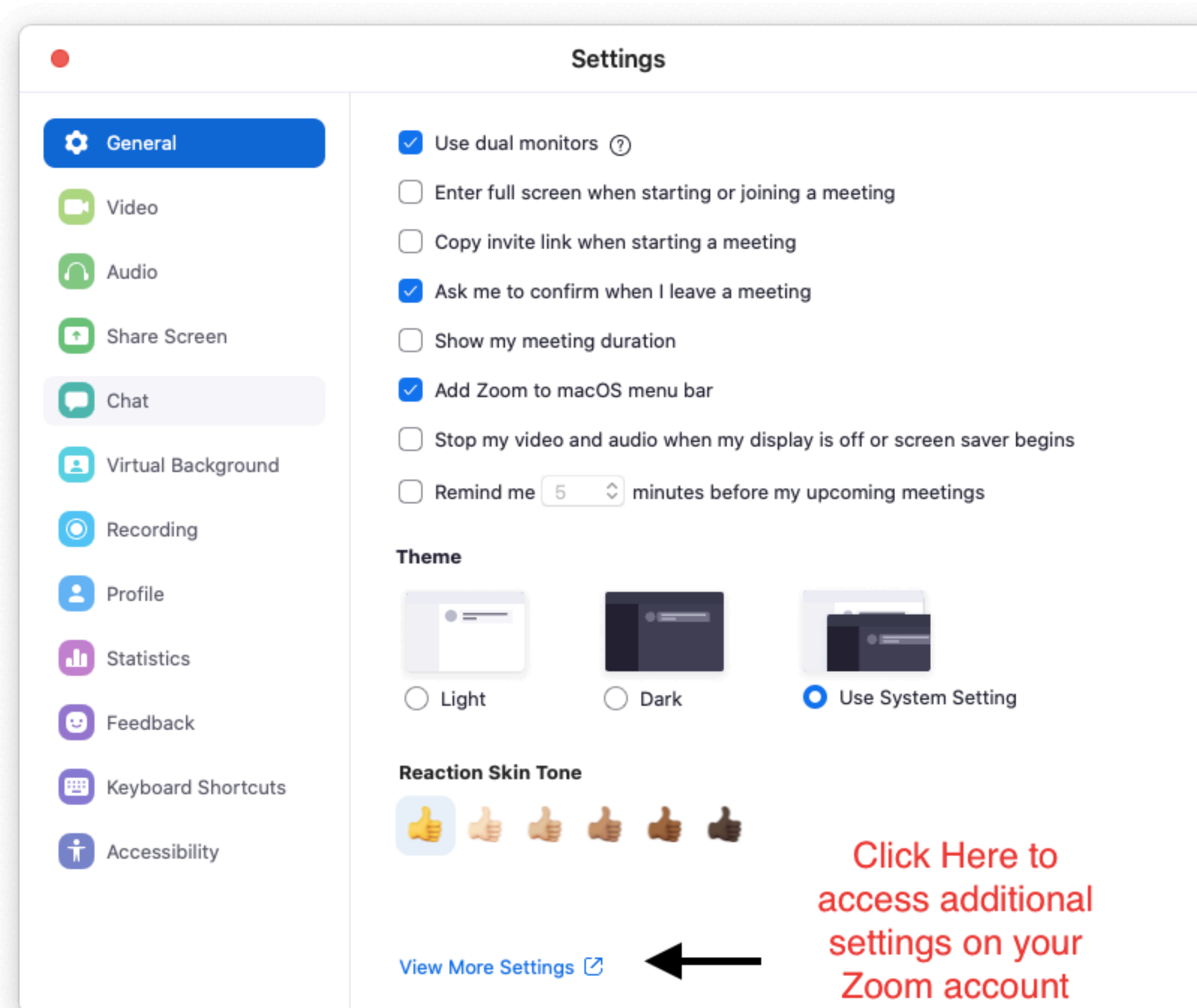
Advanced Options

Cancel Schedule


Scheduling your meeting and setting up the Polls



Scheduling your meeting and setting up the Polls



Scheduling your meeting and setting up the Polls



SOLUTIONS


PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING



Important Notice Starting Sept. 27th, 2020, all meetings must have either a Waiting Room or Passcode enabled. Click [here](#) for more information.

New Features Our latest release went live on April 7th. Check out our [blog](#) to review the new enhancements for ensuring the security and privacy of your account. To update to the latest version of Zoom, visit our [download page](#).

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Recording

Telephone

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Security

Waiting Room

Waiting Room Options

Require a passcode when scheduling new meetings

Modified

Reset

Modified

Reset

Click here



Scheduling your meeting and setting up the Polls

zoom

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SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)


Email Notification

Other

Feedback to Zoom

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting

Display end-of-meeting experience feedback survey


Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. 

Co-host

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.


Modified [Reset](#)


Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. 

Modified [Reset](#)

Always show meeting control toolbar

Always show meeting controls during a meeting 

Show Zoom windows during screen share 

Scroll to here and make sure that this toggle switch is turned on

Toggle Switch

Certification of Voters

Certifying Your Voters

At the start of the Business Portion of Your Annual Meeting, it is important to certify your voters.

Canons & Constitution of CNY, Canon V, section 1(i):

“The qualified voters at any election or special meeting of a parish shall be those persons of full age belonging to the parish, who have been baptized and are regular attendants at worship and contributors to its support for at least twelve months prior to such election or special meeting.”

Establish certification of Voters to be recorded in the minutes.

- If you are planning to ask each Voter to sign in on separate devices: Ask each participant to say aloud the name displayed on their Zoom participant window; provide their full name; and certify if they are eligible to be vote as a certified Voter according to the Canons.
- If you are allowing multiple Voters to sign in on one device: Ask each Zoom participant to say aloud the name displayed on their Zoom participant window; and then have them denote: Voter 1: Full name; certify eligibility. Voter 2: Full name; certify eligibility; Voter 3: Full name; certify eligibility.



Practical How-to's Setting up the Polls for One Voter per Device

The Practical How-To's

Setting up the Polls for one voter
to be signed in on one device.

Sample Poll #1

Sample Poll #1

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 Start Time to End Time

[Schedule a Meeting](#)

Tomorrow

11:00 AM - 12:00 PM

[Virtual Annual Meetings](#)
Meeting ID: 835 7088 3685

Start

Edit

Recurring


Recurring

TOTT meeting
Meeting ID: 885 7912 6306

Recurring

Bible Study

Click on the title of your meeting to access the settings for your polls



Sample Poll #1

zoom

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Participant

Off

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JOIN A MEETING

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Video Tutorials

Knowledge Base

Audio

Telephone and Computer Audio

Dial from United States of America

Meeting Options

× Enable join before host

✓ Mute participants upon entry

× Only authenticated users can join

× Automatically record meeting

Delete this Meeting

Save as a Meeting Template

Edit this Meeting

Start this Meeting

Poll

Live Streaming

You have not created any poll yet.

Click here to add questions ahead of time for your meeting.

Add

Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)

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Zoom Rooms Controller

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1.888.799.5926

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Language

English ▾

Sample Poll #1

This format assumes that you will require each participant to log in on separate devices.

You will need to select single choice so that each voter can submit only one vote.



Edit Poll 1

Sample Question #1

☐ Anonymous? ?

1.

Do you like ice cream?

233

☒ Single Choice ☐ Multiple Choice

Voter 1: Yes

Voter 1: No

Voter 1: Abstain

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

MEETING JOIN A MEETING HOST A MEETING

Edit this Meeting

Start this Meeting

Anonymous

Edit

Delete

Add



Practical How-to's Allowing more than 1 Voter per Device

The Practical How-To's

Allowing more than one voter to sign in on the same device.

Sample Poll #2

Sample Poll #2

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Meeting ID: 835 7088 3685

Start

Edit

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Recurring

TOTT meeting
Meeting ID: 885 7912 6306

Recurring

Bible Study

Click on the title of your meeting to access the settings for your polls



Sample Poll #2

zoom

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HOST A MEETING ▾



Attend Live Training

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Knowledge Base

Video	Host	Off
	Participant	Off
Audio	Telephone and Computer Audio	
	Dial from United States of America	
Meeting Options	× Enable join before host	
	✓ Mute participants upon entry 	
	× Only authenticated users can join	
	× Automatically record meeting	

Delete this Meeting

Save as a Meeting Template

Edit this Meeting

Start this Meeting

Poll

Live Streaming

You have created 2 polls for this meeting.


Title	Total Questions	Anonymous	
▼ Poll 1:Sample Question #1	1 question	No	<div>EditDelete</div>

Lisa Busby

lisajbusby@gmail.com

SIGN OUT

Go back to your settings page and add another poll or edit the previous one



Add

Sample Poll #2

This option assumes that you will allow multiple family members to sign in on one device.

Be sure to check multiple choice so that each voter can participate.

When polling, remind all voters (Voters 1, 2, 3) to make their choice, before they click **SUBMIT**

Sample Question #2

☐ Anonymous? ?

1.

Do you enjoy chocolate?

☐ Single Choice ☒ Multiple Choice

Voter 1: YES

Voter 1: NO

Voter 1: ABSTAIN

Voter 2: YES

Voter 2: NO

Voter 2: ABSTAIN

Voter 3: YES

Voter 3: NO

Voter 3: ABSTAIN

Answer 10 (Optional)

Delete

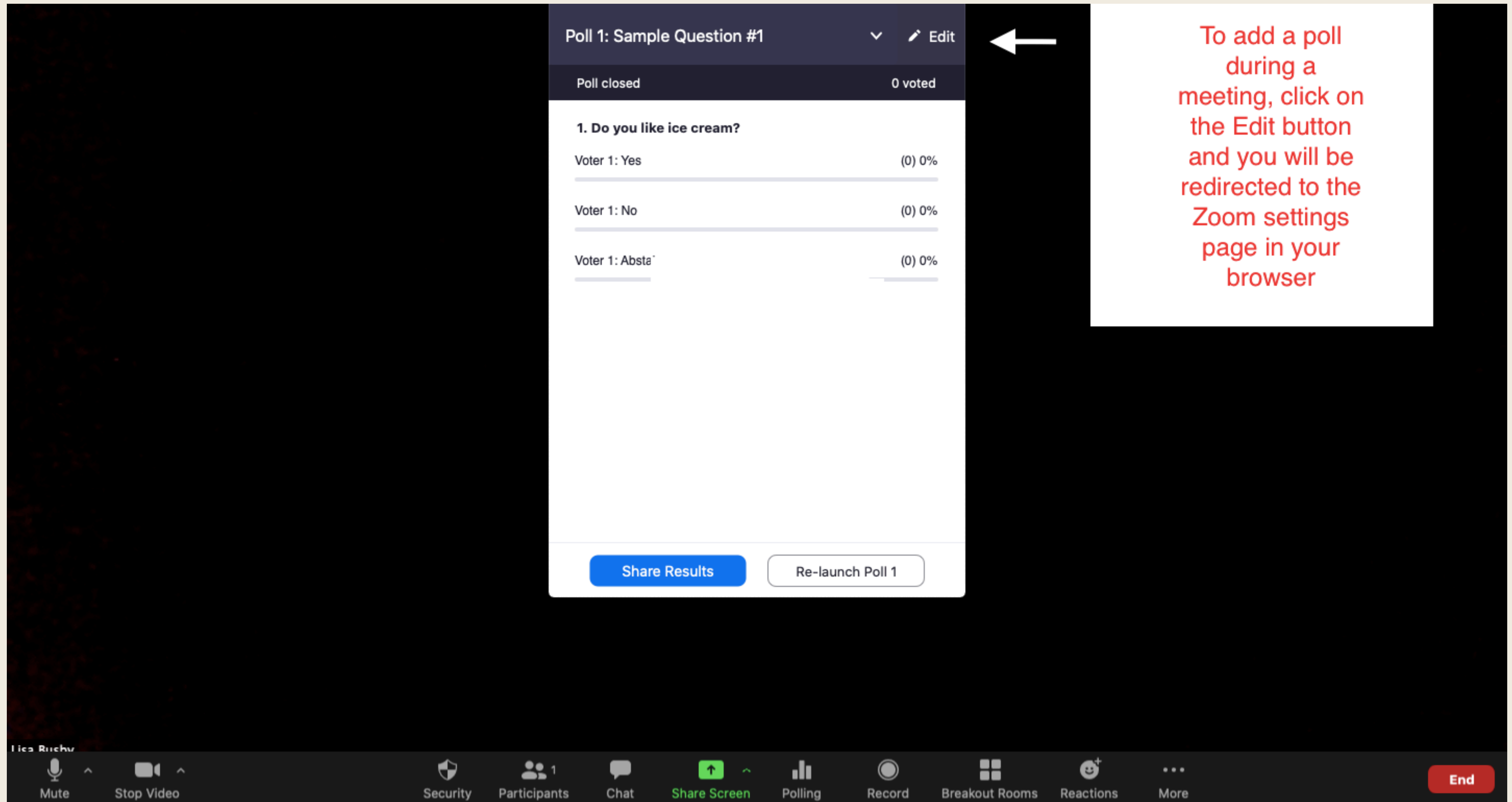
Practical How-To's Adding a Poll during the Meeting

The Practical How-To's

Adding a poll during the meeting.

Approval of Minutes

Adding a Poll during the Meeting



The screenshot shows a Zoom poll interface. At the top, the poll is titled "Poll 1: Sample Question #1" with a dropdown arrow and an "Edit" button. Below this, it says "Poll closed" and "0 voted". The poll question is "1. Do you like ice cream?". There are three response options: "Voter 1: Yes", "Voter 1: No", and "Voter 1: Absta". Each option has a progress bar and "(0) 0%". At the bottom of the poll, there are two buttons: "Share Results" and "Re-launch Poll 1". A white arrow points to the "Edit" button. A red text box on the right contains the instruction: "To add a poll during a meeting, click on the Edit button and you will be redirected to the Zoom settings page in your browser".

Poll 1: Sample Question #1

Poll closed 0 voted

1. Do you like ice cream?

Voter 1: Yes (0) 0%

Voter 1: No (0) 0%

Voter 1: Absta (0) 0%

Share Results Re-launch Poll 1

To add a poll during a meeting, click on the Edit button and you will be redirected to the Zoom settings page in your browser

Mute Stop Video Security Participants Chat Share Screen Polling Record Breakout Rooms Reactions More End

Adding a Poll during a Meeting

zoom

Adding Polls during a meeting

Edit Meeting

You have created 3 polls

Title
▼ Poll 1:Sam
▼ Poll 2:Sam
▼ Poll 3:App

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Edit Poll 3

×

Approve Meeting Minutes

☐ Anonymous? ?

1.

Motion to approve Annual Meeting Minutes from 2019.

☐ Single Choice

☒ Multiple Choice

Voter 1: Yes

Voter 1: No

Voter 1: Abstain

Voter 2: Yes

Voter 2: No

Voter 3: Abstain

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Add

Poll is ended

Poll is ended

Delete

age

lish ▾

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tw

yt

f

Practical How-To's Launching the Poll during the Meeting

The Practical How-To's

Launching the Poll

Sample Poll #2

Launching the Poll

Polls

Poll 2: Sample Question #2 ▼ ✎ Edit

1. Do you enjoy chocolate?

☐ Voter 1: YES

☐ Voter 1: NO

☐ Voter 1: ABSTAIN

☐ Voter :

☐ Voter :

☐ Voter :

☐ Voter 3: YES

☐ Voter 3: NO

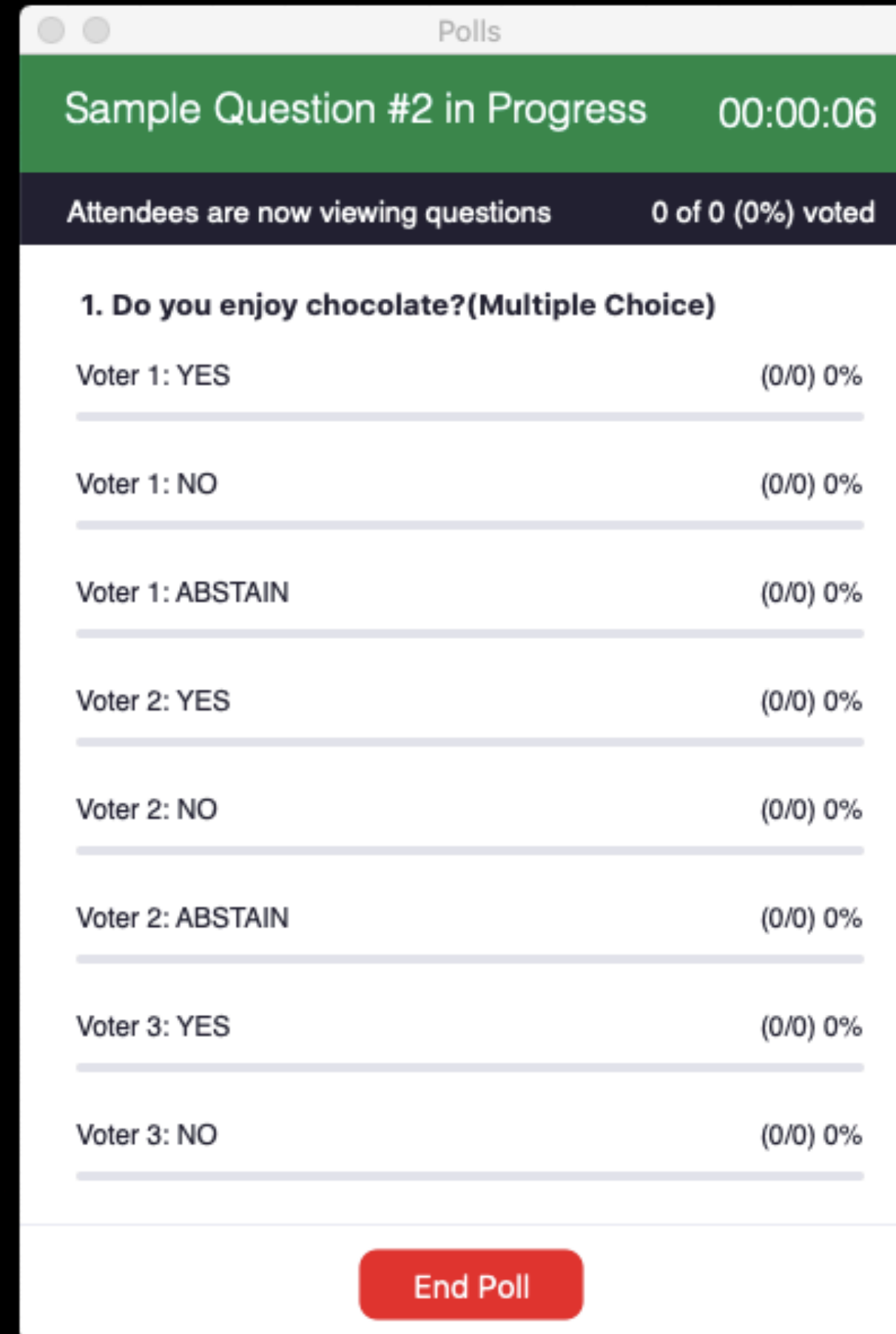
☐ Voter 3: ABSTAIN

[Launch Poll](#)



Click here to
launch poll.

Launching the Poll



The screenshot shows a web application window titled "Polls". At the top, a green header bar contains the text "Sample Question #2 in Progress" and a timer "00:00:06". Below this, a dark blue bar states "Attendees are now viewing questions" and "0 of 0 (0%) voted". The main content area displays a question: "1. Do you enjoy chocolate?(Multiple Choice)". Below the question, there is a list of voters and their responses, each with a progress bar and a count: "Voter 1: YES (0/0) 0%", "Voter 1: NO (0/0) 0%", "Voter 1: ABSTAIN (0/0) 0%", "Voter 2: YES (0/0) 0%", "Voter 2: NO (0/0) 0%", "Voter 2: ABSTAIN (0/0) 0%", "Voter 3: YES (0/0) 0%", and "Voter 3: NO (0/0) 0%". At the bottom of the window, there is a red button labeled "End Poll".

Voter	Response	Count
Voter 1	YES	(0/0) 0%
Voter 1	NO	(0/0) 0%
Voter 1	ABSTAIN	(0/0) 0%
Voter 2	YES	(0/0) 0%
Voter 2	NO	(0/0) 0%
Voter 2	ABSTAIN	(0/0) 0%
Voter 3	YES	(0/0) 0%
Voter 3	NO	(0/0) 0%

Verify that all of your votes are in.

You will know this based on the actual number of "Participants" who are voting. This number will not be the same as actual voters. (i.e. you have 5 participants, and each have two voters. You should have 5 out of 5).

Click here to end poll.

Launching the Poll

Polls

Poll 2: Sample Question #2

▼ Edit

Poll closed

0 voted

1. Do you enjoy chocolate?(Multiple Choice)

Voter 1: YES

(0/0) 0%

Voter 1: NO

(0/0) 0%

Voter 1: ABSTAIN

(0/0) 0%

Voter 2: YES

(0/0) 0%

Voter 2: NO

(0/0) 0%

Voter 2: ABSTAIN

(0/0) 0%

Voter 3: YES

(0/0) 0%

Voter 3: NO

(0/0) 0%

Share Results

Re-launch Poll 2



Click here to share results with group.

After the Meeting: Accessing the Poll Report

Accessing the Poll Report

zoom

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HOST A MEETING ▾

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📅

Start Time

to

End Time

Schedule a Meeting

Tomorrow

11:00 AM - 12:00 PM

Virtual Annual Meetings

Meeting ID: 835 7088 3685

Recurring

Recurring

TOTT meeting

Meeting ID: 885 7912 6306

Accessing the Poll Report

zoom

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11:00 AM - 12:00 PM

Virtual Annual Meetings

Meeting ID: 835 7088 3685

Recurring

Recurring

TOTT meeting

Meeting ID: 885 7912 6306

Recurring

Bible Study

Meeting ID: 889 6889 6206

Recurring

St John's Vestry Meeting

Meeting ID: 875 2198 0773



Accessing the Poll Report

zoom

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Reports

Daily

Show daily number of new users, meetings, participants and meeting minutes in a month.

Active Hosts

View meetings, participants and meeting minutes within a specified time range.

Inactive Hosts

Show the users who are not active during a period.

Upcoming Events

View upcoming meetings and webinars.

Meeting

View registration reports and poll reports for meetings.

Cloud Recording

View detailed information about cloud storage usage by host.

Remote Support

View in-meeting support sessions during a certain period.

If a participant requests removal of their personal information from your account, please go to [Delete Participant's Personal Data](#)

Accessing the Poll Report

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Daily	Show daily number of new users, meetings, participants and meeting minutes in a month.
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1) Click on Reports

2) Click on Meeting

Accessing the Poll Report

The screenshot shows the Zoom web interface in a browser window. The address bar displays `us02web.zoom.us`. The top navigation bar includes links for [REQUEST A DEMO](#), [1.888.799.5926](#), [RESOURCES](#), and [SUPPORT](#). Below this, the Zoom logo is followed by [SOLUTIONS](#), [PLANS & PRICING](#), and [CONTACT SALES](#). On the right, there are links for [SCHEDULE A MEETING](#), [JOIN A MEETING](#), and [HOST A MEETING](#), along with a user profile icon.

The left sidebar contains a 'PERSONAL' section with links for [Profile](#), [Meetings](#), [Webinars](#), [Recordings](#), and [Settings](#), and an 'ADMIN' section at the bottom.


The main content area shows the breadcrumb path: [Reports](#) > [Usage Reports](#) > [Meeting](#). A [Document](#) link is visible in the top right. Below the breadcrumb, there are two tabs: [Meeting Report](#) (active) and [Report Queue](#).


Under the 'Meeting Report' tab, the 'Report Type' section has two options: ☐ Registration Report and ☒ Poll Report. The 'Search by time range' section shows 'From: 08/02/2020' and 'To: 08/26/2020'. Below this, it says 'Maximum report duration: 1 Month'. A blue 'Search' button is located below the date range.

At the bottom left, it says 'Total: 18' with navigation arrows. Below this, a table header is partially visible with columns: 'Start Time', 'End Time', 'Total', 'Meeting ID', and 'Attendee'.

Three red annotations with arrows point to specific elements: '1) Click on Poll Report' points to the 'Poll Report' radio button; '2) Enter Date of your meeting' points to the 'To' date field; and 'Click Search' points to the 'Search' button.

Accessing the Poll Report

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Account Profile

Account Settings

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Recording Management

IM Management

Reports > Usage Reports > Meeting

Document



Meeting Report

Report Queue

Report Type

☐ Registration Report ☒ Poll Report

Search by time range ▾

From: 08/02/2020  To: 08/26/2020 

Maximum report duration: 1 Month

Search


Total: 18 < >

<input type="checkbox"/>	Scheduled Time	Start Time	Topic	Meeting ID	Attendees	
<input type="checkbox"/>	08/01/2020 08:26:00 AM	08/05/2020 09:24:46 AM	Sunday Worship and Morning Prayer	825 7424 5257	5	Generate
<input type="checkbox"/>	06/25/2020 12:57:00 PM	08/04/2020 01:01:17 PM	Spiritual Direction	820 1529 2624	2	Generate
<input type="checkbox"/>	08/01/2020 08:26:00 AM	08/02/2020 09:06:28 AM	Sunday Worship and Morning Prayer	825 7424 5257	60	Generate

Total: 18 < >

Find the Correct Meeting Date, click Generate.

Note: Zoom tracks the # of Attendees (which equals participants, not necessarily voters)



Poll Report

Questions???
