

## Policy Statement

# **The Indian Hill Historical Museum Association d.b.a. The Indian Hill Historical Society**

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## The Use of Authorized Communications Equipment

### **I. Meetings and Programs**

#### **A. Meetings of the Board of Trustees**

At the direction of the President or a majority of the Board of Trustees, Trustees may attend Board meetings by the use of communications equipment that enables them to read or hear the proceedings, to participate in the proceedings, to vote, and to communicate contemporaneously with the other persons attending the meeting (“Authorized Communications Equipment”). The communications tool or service to be used will be based upon cost, reliability, ease of use, security, and available technology. Meetings may be held exclusively or in part through the use of Authorized Communications Equipment, including but not limited to telephone conference calls or video conference calls.

#### **B. Committee Meetings**

The Chair of each Committee may elect to conduct meetings of the Committee via telephone conference call, video conference call, in person, or by a blend of these communication methods.

#### **C. Annual Meeting and Special Meetings**

At the direction of the President, members or their proxies may attend the annual meeting of the members and special meetings by the use of Authorized Communications Equipment. Such meetings may be held exclusively or in part through the use of Authorized Communications Equipment.

#### **D. Live or Recorded Webinars**

The Board of Trustees may elect to make its programs and events available to the Historical Society’s members via a live or recorded webinar under the following conditions:

1. Speakers or performers participating in the event shall sign a release allowing the webinar to be shared with Historical Society members who request access.
2. Members must respond to an email invitation to receive access credentials for the webinar.

3. Access to a webinar for in-person events involving refreshments or meals will be made available only if the event is sold out.
4. Access to a recorded webinar will be available for one month only.

## **II. NOTIFICATION**

Trustees will be notified by email of the communication tools, connection links, and access credentials for upcoming Board meetings and Committee meetings. Notice of webinars for events and programs will be sent via email to the members of the Historical Society and posted on the Society's website.

## **III. SECURITY**

The Authorized Communications Equipment used for meetings, programs, events, and webinars shall include password-protected access. Recordings of any meetings, programs, events, or webinars shall include an expiration date.