**CITY OF BIRMINGHAM**

**PUBLIC ARTS BOARD**

**NOTICE OF VIRTUAL MEETING**

**NOTICE DATE:**  December 11th, 2020

**MEETING DATE/TIME:** December 16th, 2020 6:30 p.m.

**MEETING PLACE:** Virtual Meeting

**PLEASE TAKE NOTICE** that the regularly scheduled Public Arts Board meeting for the City of Birmingham will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan’s Executive Orders 2020-15 and 2020-21.

**Public Arts Board Zoom Meeting Invitation**

Topic: Regular Public Arts Board Meeting

Time: December 16th, 2020 06:30 PM Eastern Time (US and Canada)

**Potential Future Virtual Meetings:**

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly: <https://zoom.us/meeting/u5Eod-6hqT0qeUp6RdLeWVk5dO0iRN2Q5w/ics?icsToken=98tyKu-tqzstE9OTsFyCd6ktW9rlb8-xk3R7uvVvmDPgNBZYNwfZZutwHOBORc-B>

**Join Zoom Meeting**

**https://zoom.us/j/95717144255**

**Meeting ID: 957 1714 4255**

**One tap mobile**

**+13126266799,,95717144255# US (Chicago)**

**+19292056099,,95717144255# US (New York)**

**Dial by your location**

 **+1 312 626 6799 US (Chicago)**

 **+1 929 205 6099 US (New York)**

 **+1 301 715 8592 US (Washington D.C)**

 **+1 346 248 7799 US (Houston)**

 **+1 669 900 6833 US (San Jose)**

 **+1 253 215 8782 US (Tacoma)**

 **888 788 0099 US Toll-free**

 **877 853 5247 US Toll-free**

**Meeting ID: 957 1714 4255**

**Find your local number: https://zoom.us/u/ab1WsVb7Xt**

The agenda, agenda packet, and detailed instructions for viewing and participating in the meeting will be posted on the City of Birmingham’s website by visiting: [www.bhamgov.org/commissionagendas](http://www.bhamgov.org/commissionagendas)

Public comment will be handled by the virtual “raise hand” method as controlled by the participant. See instructions as posted on the City of Birmingham website: [www.bhamgov.org/participate](http://www.bhamgov.org/participate)

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

*Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al* *(248) 530-1880* *por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).*



Public Meetings on Zoom

*Instructions for Public Viewers & Participants*

* **Members of the public will be able to view the meeting live on the BACB (Birmingham Area Cable Board) – BAMA (Birmingham Area Municipal Access) television channel or the BACB website** [**https://www.birminghamareacableboard.org/**](https://www.birminghamareacableboard.org/)
* **Members of the public may also view the meeting live on the City of Birmingham’s Vimeo live stream** [**www.bhamgov.org/watch**](http://www.bhamgov.org/watch)**.**
* **Members of the public wishing to participate in the meeting may do so using the Zoom platform.**

**Instruction for joining a meeting virtually:**

|  |  |
| --- | --- |
| *C:\Users\abingham\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\1B834647.tmp*PC | 1. Open a browser such as google chrome
2. Type in zoom.com in the address bar
	* It may redirect you to zoom.us if you are in the United States
3. In the upper right window click JOIN A MEETING
4. Enter the meeting ID as indicated on the City’s website or notice.
5. A window will pop up, click “Open Zoom”
6. Select your audio and video preferences – keep your microphone muted unless you are being called on for public comment.
 |
| Mobile Device*Smartphone,* Image result for mobile device clipart*iPad, or Tablet* | 1. Visit the app store on your mobile device
2. Search for the app called, “ZOOM Cloud Meetings”
3. Open the app
4. Click Join a meeting
5. Enter the meeting ID as indicated on the City’s website or notice.
6. Select your audio and video preferences - keep your microphone muted unless you are being called on for public comment
 |
| Dial-inImage result for old school phone clipart | 1. Have your phone ready
2. Dial the desired number as provided from the City’s website or notice
3. Follow the prompts and use the correct meeting ID

https://assets.zoom.us/images/en-us/web/my-meetings/copy-meeting-invitation.png **EXAMPLE*** To digitally raise your hand to be put into queue for public comment dial \*9
* To toggle the mute/unmute function dial \*6
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**Those with Hearing or Speech-Impairments Can Still Participate in the Meeting as Well**

Users that are hearing persons and deaf, hard of hearing or speech-impaired persons can communicate by telephone by **dialing 7-1-1**.

* Individuals who call will be paired with a Communications Assistant
* Make sure to give the Communications Assistant the proper teleconference phone number and meeting ID

For more information, visit: <https://tinyurl.com/swq3zyz>

\*\*Closed captioning will be visible to public viewers using the Vimeo live stream format or the Birmingham Area Municipal Access local government cable channel. Viewers on Zoom must turn on the closed captions to see them within the zoom dashboard controls by selecting

***view subtitles***.

**Instruction for Public Comment:**

Raise your hand digitally to be put in queue during a public comment time. When recognized by the commission or board, please wait to be un-muted, state your name for the record, and direct all comments or questions to the presiding officer.

**\*\*When you raise your hand digitally it will appear on the Meeting Host’s Participants list.**



|  |  |
| --- | --- |
| PCC:\Users\abingham\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\1B834647.tmp | 1. Mouse down to the bottom menu of your Zoom screen and click on participants.

1. Click on the  button
2. The Zoom Operator will see your hand raised and will call on you at the appropriate time.
 |
| Smart PhoneImage result for mobile device clipartiPad or Tablet  | 1. Tap the on the lower right corner of the screen on your device, click on more...
2. Click on “Raise Hand” when the menu pops up.
3. The Zoom Operator will see your hand raised and will call on you at the appropriate time.
 |
| Dial-inImage result for old school phone clipart | 1. Once dialed into the meeting dial \*9 to raise your hand.
	* *Dialing \*6 will toggle the mute/un-mute function on your device*
2. The Zoom Operator will see your hand raised and will call on you by the last 4 digits of your phone # at the appropriate time.
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**Troubleshooting Tips**

For tips on how to troubleshoot via Zoom, follow this link: <https://support.zoom.us/hc/en-us>

**Friendly Reminders**

1. Be sure to test your internet connection, video, and microphone in advance
2. Dial-in from a quiet space or use headphones if around others
3. Mute your computer microphone or cellphone when you are not speaking
4. Video camera tips:
	1. Don’t use a window as a backdrop; this impacts visual quality to the viewers on the video conference
	2. Make sure the room you are in has proper lighting
	3. Dress appropriately
	4. Be mindful of your background items when video conferencing

**Remember the Human Element**

* The “Zoom Meetings” conference tool is being used to hold meetings as traditionally and regularly as possible in light of the COVID-19 pandemic and Governor Whitmer’s Executive Order 2020-15
* Speak professionally and respectfully to one another as you would in any other communication setting
* Announce who you are prior to speaking
* Overall, be aware of your behavior; people can see and hear what you are doing at all times