



# Growing a JGS: ZOOM MEETINGS

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In 2020 as the pandemic hit the U.S., businesses and organizations had to close in order to curb the spread of the disease. For the first few weeks of March as the pandemic took hold, it was chaos. We all cancelled long-awaited programs and plans and had to adapt to a work-from-home environment to manage our work and our family life as well as our social commitments.

Many JGSs had worked with technology such as Skype and WebEx to bring speakers from faraway to their meetings before 2020, but never before had so many people had to rely on virtual meetings as the only option. Zoom was one of the solutions to holding virtual meetings during the pandemic, helping organizations communicate and collaborate through its virtual platform. Many JGSes discovered that Zoom enabled them to bring in a much broader range of speakers without the associated travel expense. Especially for those groups in “fly-over territory,” this enriched their capacity to support their members.

By now, most JGSes regularly employ Zoom meetings and will probably continue to do so once meeting in-person becomes commonplace again. (Zoom’s top competitors include Microsoft Teams, Google Meet, Cisco Webex, GoToMeeting, BlueJeans and Amazon’s Chime, but Zoom is the best known of all the virtual meeting platforms.)

The user-friendly interface with Zoom is one of the hallmarks of the online service, contributing to its success. If someone invites you to a Zoom meeting, all you need to do is click the link sent by email or newsletter, and the program pulls you into the session. Zoom has a free plan, letting you test the platform without committing to a subscription. The free package from Zoom comes with impressive functionality, including screen recording, video sharing, and a selection of chat tools.

Zoom offers a direct download and installation process to any device. Whether you conduct operations over your PC, laptop, or mobile device, Zoom allows you to connect with your members using any platform. Setup of your Zoom account is free, and there’s no charge for using the basic plan. After registering for Zoom, you can start joining meetings. While it can take some people a bit of time to learn the various screen controls, Zoom is easy for most users. A JGS can even create its own video or slide presentation showing its members how to mute, chat, and react.

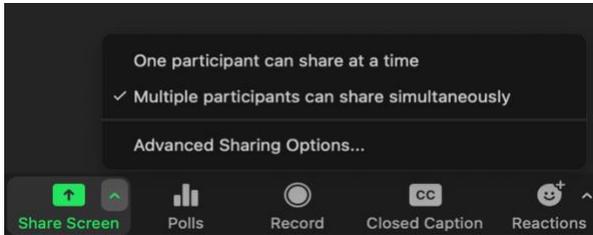
The free plan, however, only allows meetings up to 40-minutes so will not be useful for a typical JGS program presentation or meeting. There are currently four pricing plans when signing up for Zoom’s paid services but the one most likely for a JGS is Zoom Pro which allows up to 100 participants on each call. This package gives nonprofits additional functionality over the free plan. You can create meeting IDs, record your meeting in the cloud or on your device, and have meetings as long as 24 hours. Go here for pricing information: <https://zoom.us/pricing>

If you anticipate meetings with over 100 members you will want to check into a benefit available through IAJGS that will

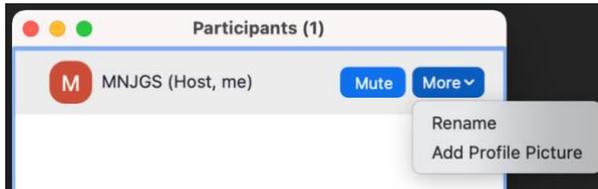
IAJGS which will provide members with a Business Zoom account that allows for up to 300 participants, free phone tech support and free searchable and printable transcripts of any of your calls. As of 12/2022 this was priced at \$149.90 per year (Regularly \$199.90).

There are numerous resources on the web for learning how to create and run Zoom meetings, including YouTube videos such as this one: <https://www.youtube.com/watch?v=4QyiUAcE2MU>

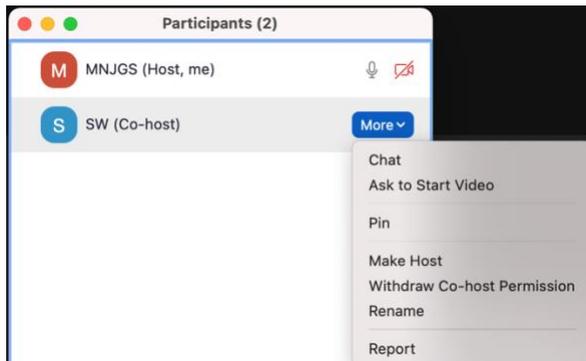
### A Few Useful Tips for Zoom Meetings



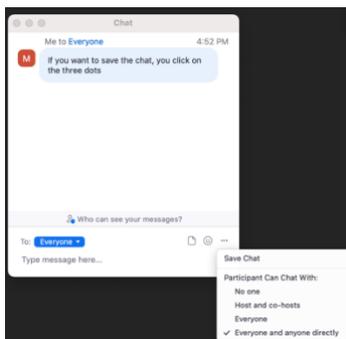
**Screen Sharing:** If you have a speaker with a PowerPoint, you will want to set them up to be able to share their screen. Click on Share Screen at the bottom of your screen and then on Multiple Participants to enable them to share.



**Changing Your Name:** Suppose you sign in under the name of your JGS and want to change to your name. Click on Participants at the bottom of the screen. Then click on More next to your name and the dropdown will allow you to change the name that shows up.



**Setting Up Co-hosts:** You may want to set up co-hosts to help you manage the Zoom meeting. A co-host can do such things as let people in, start the recording and mute participants. You can read more about co-hosts [here](#). If you need to leave the meeting early and are the host, you can set someone else up as the host in your stead. Click on More in the participant box next to the name of a second attendee and you will see the ability to make or withdraw co-host permissions or to make someone a host.



**Saving the Chat:** You will probably want to save the chat before you end your session. To do this, click on the three dots at the bottom and then Save Chat and it will show up in your Zoom folder.

**Troubleshooting:** If someone is having difficulty entering your meeting, go to Participants and then Invite at the bottom of the page. It will allow you to invite them by email and it will send the invitation from the system. For some mysterious reason this always seems to work.

**Ending a Recording:** If you record your session, you do not have to end the recording. It will end and begin processing the recording

automatically when the host closes the meeting. Make sure to check out our pages on Recording a Video and Editing a Video.

**Your Personal Room:** In addition to being able to set up a scheduled meeting don't forget that you have a personal meeting room. Click on meetings and you will see a number. Below it you will see "My Personal Meeting ID." That is your address, and it remains the same and can be accessed anytime unlike a scheduled meeting link which must be scheduled and will expire. Click on it and then click on "Show Meeting Invite" and you will see the Zoom link containing that number. You may find the personal room useful for impromptu meetings or for meeting with your board.