

RSVP to Tiffany by Wed. night, Dec. 2, so we know whom to admit and can send any presentations.

RSVP to Tiffany Miller pcac.secretary@gmail.com or 713-851-1116

Pasadena Citizens' Advisory Council

Thursday, December 3, 2020

6:00 – 7:30 p.m. Central Time

Via a Zoom meeting videoconference. Links will be sent closer to meeting. Do not use old links.

AGENDA

- 6:00 Sign in to Zoom, chat, locate mute button and learn ways to ask a question.
- 6:15 Call to order. Review agenda. Approve meeting notes from October. Update mailing list. Introductions.
- 6:25 **Innovations in the Safety of Pipeline Transportation of Hazardous Materials**
- 7:05 **Plant Updates**
- 7:25 Review plans for future meetings:
- Jan. 26 – Celebrate the 30th Anniversary of PCAC. Bring a guest to introduce them to the group!
 - Feb. 23 -- Annual Report on Worker Safety in PCAC Plants
- 7:30 PCAC meeting adjourns. To make it like a regular meeting, you may chat with each other before I end the Zoom mtg.
- 7:40 Diane ends the Zoom meeting

May join Zoom meetings using video and audio or only audio--using a computer, tablet, smart phone, or a not-smart phone. If prompted, upgrade the Zoom Cloud Meetings software or app. No fee. *If not sure how to use Zoom, contact Diane for one-on-one practice before the meeting.* DBSfacilitator@gmail.com or 281-326-5253

TO ATTEND THIS VIDEO MEETING:

1. **RSVP** to Tiffany by Wed. night, Dec. 2 so we know whom to admit and send presentations. pcac.secretary@gmail.com or 713-851-1116.
2. **JOIN THE MEETING** by clicking this **link** or pasting it into your browser
xxx
3. **Meeting ID: xxx**
Password: xxx
4. **If using an I-Phone, I-Pad or something similar, download the Zoom Cloud Meetings app** and *Join the Meeting* from the app. You'll need the Meeting ID and Password.
5. **OR** you may click on this one-tap mobile phone number with a mobile phone
xxx
6. **OR** dial this regular phone number from any phone for audio only. Dial by your location
+1 346 248 7799 US (Houston) If out of this time zone, contact Diane for other numbers.
7. Questions **during** meeting? Contact Tiffany. pcac.secretary@gmail.com or 713-851-1116.

Instructions and Tips Follow for Those New to Zoom

4 WAYS TO PARTICIPATE IN A ZOOM MEETING

- Use any device with a camera and microphone to see the video, listen, and talk. These include desktop computers, laptop computers, tablets like I-Pads, and phones like I-Phones that take pictures (have a camera).
- Use those same devices and just do audio.
- Use a mobile phone that does not take pictures just to talk on the phone.
- Use a regular phone without a camera just to talk on the phone.

GET SET UP ON ZOOM BEFORE YOUR *FIRST* MEETING. IT TAKES A FEW MINUTES. *EVERY* TIME, DOWNLOAD SOFTWARE IMPROVEMENTS IF PROMPTED.

- The first time you plan to do a Zoom meeting with a device with camera and microphone, click on the link and follow prompts to download Zoom software. No fee. You do **NOT** have to sign up for a Zoom account.
- If prompted to download the Zoom app, choose Zoom Cloud Meetings.
- Have the meeting ID and Password ready in case you need it.
- May do these any time before the meeting, even days ahead. When you reach the part that says the meeting has not started, and it is not meeting time, just Leave Meeting or hang up.

HOW TO “JOIN THE MEETING” DEPENDS ON THE DEVICE YOU USE

- *Whatever device you use, you want to “Join the Meeting” or “Open Zoom Meetings.”*
- **Computer or tablet** -- just click on the meeting link above. Once in the meeting, turn on your camera if you want to be seen.
- **I-Pad or similar and Smart phone** like I-Phone or Android. It's easiest to download the Zoom Cloud Meetings app (free). Click on the meeting link above and it will direct you to the app or look for it in your App store.
 - When asked if you want to hear others, click Join Audio, then Call Using Internet Audio. Click Start Video if you want to be seen.
- **Mobile phone** – may also click on the very long “One Tap Mobile” phone number above and enter Meeting ID when asked.
- **Regular phone** – dial the shorter phone number above. Enter the Meeting ID when asked. If it asks for participant code, just enter the # sign. Then enter the Password above.

HANDY CONTROLS IF USING A COMPUTER, TABLET OR SMART PHONE

- **Start Video** starts your camera. **Stop Video** stops it. You control your camera, meaning it will be off until you turn it on. We'd like to see you, but if you don't want us to see you or your “office,” choose Stop Video.
- **Mute** – mutes you and noises that surround you (pets, kids, ice, crinkling paper...). Diane will mute everyone during presentations. It's good manners to mute yourself when you are not talking.

- When Diane “mutes everyone,” those using a phone will need to press *6 to fully unmute themselves to speak, not just press the mute button on your device.
- **Participants** – Clicking on this brings up a list of those in the meeting. *Your Mute and Video buttons are next to your name. Raise My Hand is at the bottom of that list. If your name is not recognizable, change it by going to your name, clicking on More, and finding Change Name there.*
- **Raise My Hand** and **Lower Hand** – Just like in real life! Press *9 on a phone to raise your hand.
- **Speaker View/Active Speaker** – the person talking is a big picture and others are small pictures.
- **Gallery View** – small pictures of all participants feels like we are in a room together. People using only audio will show up as a telephone graphic with their phone number. The host may ask who’s who.
- **Chat** – a way to ask a question without raising your hand. Send it to “Everyone.” Chat is also a way to tell us if you need help.
- **Reactions** lets you clap your hands or give a thumbs up, etc. Zoom does not include any negative symbols 😊
- **There are other controls that we are not using**; e.g. no Recording.

WHERE TO FIND THESE CONTROLS DEPENDS ON YOUR DEVICE

- **On a computer** (desktop or laptop), scroll your mouse to the bottom of the screen to the black bar to find Mute, Start Video, Participants, Reactions, and Leave Meeting. Chat is in the More section. In the top right corner, find Speaker View and Gallery View (9 little squares). In that corner the square will take you to Full Screen. Press Escape on your device to get out of Full Screen.
- **On a tablet**, tap near the top of the screen to see these things. If you don’t see them, click on the empty black area and they will come up.
 - Click **More** to find Raise My Hand.
 - Click More, then Meeting Settings, then **Always Show Meeting Controls** to keep the controls visible so you won’t have to search for them
 - **Leave the Meeting** is at the top left of the screen.
 - On the top left, switch from **Gallery View** (graph paper symbol) to **Active Speaker**
- **On a phone with a camera**, tap on the empty black area and the controls will come up.
 - Click More, then Meeting Settings, then **Always Show Meeting Controls** to keep the controls visible so you won’t have to search for them
 - Click More to find **Raise My Hand**.

HOW TO LOOK LIKE YOURSELF ON SCREEN 📷

- The goal is to see all of your face.
- Sit in a well-lighted room or with a light in *front* of your face.
 - a. A bright light *behind* you puts you in the dark.
- Clean your camera.
- Look into the *camera* when you speak. That’s hard to remember to do. You may need to put your device on some books to get it in front of your face while you are looking ahead.
- Tilt your laptop top to different angles to show your whole head.
- When your video is on, consider that we will see every move you make and the room behind you. Place your device so it is showing a door or wall if you prefer.

- Your image won't wobble around if you avoid holding your smart phone.
- If your phone is tilted upright, we can see you better but be sure the microphone is not blocked.
 - a. If you put the phone flat on a table, we may only see you from the nose up.
- You will control your video. If you don't want us to see you, just don't Start Video.

HOST TIPS

- On Participants list, hover over name to choose a cohost. Cohost may admit people to the meeting. The cohost may mute participants but cannot unmute them if they muted themselves. But the participant will get a message that the cohost wants you to unmute yourself.