

South Bay Cities Council of Governments

DATE: September 9, 2013
TO: Jacki Bacharach, SBCCOG Executive Director
FROM: Chandler Shields, Administrative Assistant, Communications
SUBJECT: Video Conferencing Equipment Report: January 2013 – August 2013

SCAG's video conferencing equipment was available in the SBESC office since the end of January. Since that time it has been used on 13 different occasions by an average of 4 attendees for an average duration of 2 hours. Between isolated use of the monitors for presentation/display purposes to conducting full-scale video conferences, the equipment has functioned without flaw or error. SBCCOG has provided adequate staff support in each instance, aiding others in their interaction with the equipment. Additionally, SBCCOG staff has communicated cooperatively with SCAG staff prior to SCAG-hosted video conferences so as to ensure:

- no scheduling conflict in regards to room availability
- agendas are available in-office 72 hours ahead of time
- a reliable connection with correct IP address
- proper function of the equipment

Overall, the equipment's use has not hindered the everyday comings and goings in the office and has been utilized by both SBCCOG staff and Board Members alike.

Date	Subject	Principal User(s)	Attendees	VC Duration († Equip Used	Errors w/VC Equip	Support Provided by
1/30/13		Sabrina and David	6	1.5 Just monitor display	N	SBCCOG
2/26/13		Catherine	4	1.5 Just monitor display	N	SBCCOG
4/9/13		Marcy and Steve Lantz	6	4 Just monitor display	N	SBCCOG
4/16/13	LGC Webinars: CAP & Trade & Proposition 39: What Local Governments Need to Know	Judy Mitchell	1	1.5 VC equipment (all)	N	SBCCOG
4/25/13	Wasted Food: Innovation Life Cycle Approaches for Reducing Food Waste	SBESC Staff - Catherine	6	1 Just monitor display	N	SBCCOG
5/9/13	SCAG Sustainability Program (Best Practices)	CS, JM, ML, Ao, JA - SBESC Staff	5	1.5 Just monitor display	N	SBCCOG
5/14/13	Sub. Reg. Exec. Director & Coordinator	Erika Graves, Jim Hannon, Maria Majcherek, Julian Kat	4	2.5 VC equipment (all)	N	SBCCOG
6/4/13	Meeting Measure R Subcommittee	Jacki Bacharach	1	2 VC equipment (all)	N	SBCCOG
6/12/13	Meeting	Marcy and Steve Lantz	8	1.5 Just monitor display	N	SBCCOG
6/25/13	SCAG Toolbox Tuesday	Erika Graves, Wally Siembab	2	3 VC equipment (all)	N	SBCCOG
7/16/13	SCAG Legislative/Communication & Membership Committee	Judy Mitchell	1	1.5 VC equipment (all)	N	SBCCOG
7/25/13	Smart Mobility Framework Implementation Study	WS & SL	2	2 VC equipment (all)	N	SBCCOG
8/20/13	Legislative/Communication & Membership Committee	Judy Mitchell	1	1 VC equipment (all)	N	SBCCOG
8/26/13	Battery E.V. Project Progress Meeting	David Magarian	5	4 Just monitor display	N	SBCCOG

Column Subject Key:

<i>Date:</i>	the date the VC took place
<i>Principal User(s):</i>	Who's responsible for organizing use of equipment
<i>Attendees:</i>	number of people participating in the use of equipment
<i>VC Duration:</i>	how long did the VC last
<i>Equip Use:</i>	what was the equipment used for (i.e. VC, webinar, presentation, other)
<i>Errors w/VC Equip:</i>	if there were no errors, malfunctions or any other discrepancies with any of the equipment, simply mark "N", otherwise mark "Y"
<i>Description:</i>	if an error occurred, describe what went wrong and if you were able to resolve the problem
<i>Support Provided by:</i>	did SBCCOG or SCAG staff provide support for administering equipment use?
<i>Comments:</i>	mention anything (not to do with functionality of the equipment) that happened during the VC of note (i.e. issues with the layout of the room, scheduling conflict, overall impression of VC experience, etc.)