

South Bay Cities Council of Governments

DATE: February 10, 2014

TO: Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

SUBJECT: Video Conferencing Equipment Year End Report: January 2013 – December 2013

SCAG has had their video conferencing equipment in the SBCCOG office since the end of January. Since then, it has been used on 25 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 well in both the medium and large conference rooms. 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 our office 72 hours ahead of time and are posted
- 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.

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