



COUNTY OF SAN MATEO

LGBTQ COMMISSION

Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Commission

MEETING AGENDA

Tuesday, September 1, 2020

6:30 PM – 8:30 PM

For Video Conference (Zoom): <https://smcgov.zoom.us/j/94262598946>

For Audio Conference: dial +1 669 900 6833 then enter Webinar ID: 942 6259 8946 followed by #.

Please Note: Detailed step-by-step instructions are included in the agenda.

1. **Call to Order & Land Acknowledgement** 6:30pm (Rebecca)

Our Group Agreements include Share the air; step up, step back; Listen for understanding; Lift as you climb; Be present & engaged; Let the facilitator guide the process; Technology on silent.

2. **Roll Call** (Dana) 6:35pm

3. **Public Comment** *is an opportunity for members of the public to address the commission on any topic that is not on the agenda. Use the Chat function to ask the moderator to comment. The moderator will then unmute you and ask you to share your comment.* (Dana)

4. **Approval & Adoption of Agenda** (action – Rebecca) 6:52pm

5. **Approval of August Meeting Minutes** (action – Dana) 6:53pm

6. **Reports** (updates) – 6:55pm

- **Pride Center**
- **Pride Initiative**
- **Co-Chairs:** Transgender Day of Remembrance
- **Director**

7. **Work Plans Discussion** (Rebecca) 7:10pm

8. **City of San Mateo's Inclusive Language** (update) 8:10pm

9. **Adjournment** (Rebecca)

Public records that relate to any item on the open session agenda for a regular or special meeting of the LGBTQ Commission are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to members of the Commission. Those public records are available for public inspection at the Human Resources Department located at 455 County Center, 5th floor, Redwood City, CA 94063 by appointment. The public records may also be transmitted electronically by emailing tbeat@smcgov.org or calling 650-363-4467.

IN COMPLIANCE WITH THE CALIFORNIA GOVERNMENT CODE AND THE AMERICANS WITH DISABILITIES ACT, auxiliary aids and services for this meeting will be provided upon request when given three days' notice. Please call 650-363-4467 (voice) or email tbeat@smcgov.org to make such a request.

Instructions for Joining a Zooms Meeting via Computer or Phone

Best Practices:

- Please mute your microphone when you are not speaking to minimize audio feedback
- If possible, utilize headphones or ear buds to minimize audio feedback
- If participating via videoconference, you can use your computer audio OR you can use the dial-in option (Option 2 below).
- **Members of the Public:** Use the Chat function to ask the moderator your question or comment on an Agenda item. The moderator will then ask you to unmute yourself for the comment.

Options for Joining

A. Videoconference with Computer Audio – see Option 1 below

B. Videoconference with Phone Call Audio – see Option 2 below

C. Calling in from iPhone or Telephone/Landline – see Option 3 below

Videoconference Options: You do not need to download Zoom in order to use the video conferencing. However, you **MUST have internet access**. If you want to use video, your computer needs to have a camera that can show you to the rest of the participants and vice versa.

Option 1 Videoconference with Computer Audio:

1. From your computer, click on the following link that is also included on the LGBTQ Commission website under 2020 meetings: <https://smcgov.zoom.us/j/94262598946>
2. A new window will open in your browser and it will automatically join you to the meeting.
3. The video should already be enabled, click on “Camera” icon to turn on or off the camera. This menu bar is also where you can mute/unmute your audio which is the “Microphone” icon.

Option 2 Videoconference with Phone Call Audio:

1. From your computer, click on the following link that is also included on the LGBTQ Commission website under 2020 meetings : <https://smcgov.zoom.us/j/94262598946>
2. A new window will open in your browser and it will automatically join you to the meeting.
3. To join the audio separately with your phone, please dial the phone number for the meeting:
+1 669 900 6833
4. You will be instructed to enter the webinar ID: **942 6259 8946** followed by #
5. After a few seconds, your phone audio should be connected to the Meeting on your computer.
6. The video should already be enabled, click on “Camera” icon to turn on or off the camera. This menu bar is also where you can mute/unmute your audio which is the “Microphone” icon.

Option 3: Calling in via Phone:

1. To join the audio separately with your phone, please dial the phone number for the meeting:
+1 669 900 6833
2. You will be instructed to enter the webinar ID: **942 6259 8946** followed by #
3. You won't be able to see documents or the participants. Please ensure to download the meeting materials prior to the meeting for your own convenience.