

**Minutes**  
**FMSA CALLED Meeting for Business**  
**January 9, 2022**

**Attending:**

- In Person: Jim Spickard, Val Liveoak, Gretchen Haynes, Julie Crum, Julia Hicks, Gerry Grave, Diana Beardsley, George Feden, Hannah Evans.
- On Zoom: Rachael Cundey, Pat Sweet, Bill Sweet, Pam Spurgeon, Donna Dickerson, Lee Teran, Leo Gugerty, James Goslin, Greg Koehler
- **Val Liveoak clerking**

**The meeting opened with silent worship.**

**Report on Digital Display Solutions' Bid: reported by Jim**

At the Meeting's direction (MINUTE 2021.6.2), the Meeting Clerk solicited bids for the installation of a microphone and speaker system to provide hearing assistance to Friends and others using the meeting room. The Meeting subsequently (MINUTE 2021.7.1) approved pursuing Choice 1 as written in the Ad Hoc Committee on Reopening's report; that report recommended adding Zoom integration to this microphone and speaker system so as to facilitate easy Zoom use at the 10am Meeting for Worship, forums, and Meetings for Business.

The Meeting Clerk approached two local companies, one of which presented a bid. After some adjustment, the Clerk obtained a revised bid to install an assisted listening system that would be integrated with extra speakers and a video camera to replace the TV speakers and the tripod-mounted Zoom camera that we now use.




The bid includes installation and training in the system's use. **The total cost is \$7,786.48.**

**Report on a Bid for Installing Microphones & Sound**

*(revised version)*

(prices include installation)

**Part I: Assisted Listening**

1. Ceiling-mounted microphone & control hub  \$2,500
  2. Cabling, router  \$ 600
  3. Assisted listening Bluetooth WAP with 4 receivers  \$ 2,230
- \$ 5,330**

**Part II: Zoom Integration**

1. Pendant speakers  \$ 550 (for 2)
  2. Adjustable video camera  \$1,220
- \$ 1,770**
- Parts, shipping, & training  **\$ 685**
- \$ 7,785**

The Meeting Clerk (acting as Unofficial Technical Coordinator) distributed the above illustration of the bid's components and made the full bid proposal available on the Meeting website. He proposes the following Minute:

**Minute 2022.01.01: FMSA authorizes the acceptance of the bid from Digital Display Solutions, Inc. to install an assisted listening system with Zoom integration in the Meeting Room at a cost of \$7786.48. This will be regarded as an off-budget depreciable capital improvement, using money from whichever accounts the Treasurer and Finance Committee deem wise. Friend Gretchen Haynes approves the assisted listening system but stands aside from the approval of the Zoom video camera.**

Both the Frost Bank Savings Account and the Friends Fiduciary Fund Accounts have sufficient funds to cover this expense. Both are off-budget in a way that the Frost Bank Checking Account is not.

DISCUSSION: A Friend asked how the proposed sound system could be integrated with transcription software. The engineer for this project has indicated that the transcription program could be connected to the Bluetooth assisted listening system. Gretchen expressed that she endorses the assisted listening system but would like to stand aside on the Zoom integration portion due to reservations about the built-in camera. A Friend suggested experimenting with seating arrangements to meet the needs of both those who favor and feel distracted by technology. It was clarified that the mounted microphone would improve the sound quality for those attending on Zoom.

Friends approved the proposed minute with Gretchen standing aside from the portion authorizing the video camera.

**The Meeting closed with silent worship.**