

FreeConferenceCall Instructions

There are two ways to join a conference call using FreeConferenceCall. You may simply dial the call-in number on your phone and enter the Access Code provided. Please note however, that with the recent national increase in demand for conference calling, some providers are experiencing maxed capacity and bandwidth for these services and you may get a busy signal (there are also reports that AT&T is blocking these numbers, if your cell provider is AT&T). The second and more reliable method is to download the app to your phone or PC.

To get the app, go to the following link and scroll down to download the app depending on which platform you need: <https://www.freeconferencecall.com/downloads> There are versions for iOS (Apple), Android, Windows, and Mac.

Once the app is downloaded, open it. Along the bottom menu, there is an option to join a meeting or host a meeting. If you're simply joining a meeting hosted by someone else, click "Join" and then "Join new meeting." There is no need to create an account. You can enter the Meeting ID (tgp3730) or fill in the call in number and Access Code. For those people that don't download the app, they'll just call the number and enter the Access Code. For those who download the app, entering the Meeting ID is simplest. The app will then ask whether you want to call in or use WiFi. If you select "call in," the app will find the best call in number and route you to the right meeting.

Once you've accessed the conference call, there are buttons to turn on/off the speakerphone, microphone (so users can mute themselves), video (which defaults to off and we won't be using), and to see other attendees. To leave a meeting, press the => arrow button in the lower right corner.

The Greenhouse Project Action Group Meeting

3/26/20

Phone Conference Meeting

Participants dial (425)436-6326; Access Code 299827

1. Attendance
2. Treasurer's report
 - proceeds from Gather event
3. Flower Basket Signage
4. Concert update
 - Promo and entertainment
5. Plant Sale update
6. Executive Directors update
 - KOLO
7. Greenhouse Managers update
 - AmeriCorps
 - managing GC during Covid-19 quarantine
8. Assistant Managers update
 - Class cancellation and upcoming schedule
 - AmeriCorps and managing Foothill garden during Covid-19 quarantine
9. Website and promo going forward during Corona Virus
10. Other issues
11. Next meeting....Thursday April 30, 2:30 PM, tentatively @ Cooperative Extension, Northgate Lane. If phone meeting necessary all t be notified.
12. Adjournment

STAY WELL AND SAFE ALL DURING THESE DIFFICULT TIMES