

Area 9 Video Conference Software One-Year Trial Proposal

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Submitted to Area 9 Officers: 5/6/2020 Draft Version

Submitted to AWSC Panel: 5/23/2020 Final Version

Overview

A motion will be made at the upcoming virtual AWSC for Area 9 to purchase a one-year subscription for a cloud-based video conference service on a trial basis.

Platform Recommendation

My recommendation is to purchase Zoom's Business Plan which comes with 10 Host licenses. Zoom can be used across multiple devices (Mac, PC, and Chromebook as well as for Android and iOS). Members and participants do not need their own Zoom account to join a meeting. Zoom's website (www.zoom.com) has a number of valuable training materials, including user guides and help videos.

Estimated Cost Breakdown*

**NFA AFG, Inc.'s Certificate of Exemption will be emailed to Zoom's billing department after initial purchase. Tax is to be credited back to the card user after receipt of Certificate.*

	JUNE 1st, 2020 - JUNE 1st, 2021	
6/1	Business Plan Annual Subscription (without taxes)	\$1,999.00
	Estimated Tax:	\$119.94
	TOTAL ESTIMATED INITIAL COST:	\$2,118.94
	Tax Refund:	-119.94
	TOTAL ESTIMATED FINAL COST AFTER TAX REFUND:	\$1,999.00

Zoom Meeting Business Plan Features (Selected Highlights)

- **Unlimited Meetings:** A Host can have unlimited meetings.
- **Meeting Participants:** Each meeting supports up to 300 participants.
- **Meeting Time Limit:** Each meeting can last up to 24 hours.
- **Polling:** Can create single choice or multiple choice polling questions.
- **Cloud recording transcripts:** Receive transcripts of meetings that are recorded in the cloud.
- **Cloud Storage Per Month:** 1 GB
- **Customer Support:** Web, chat, and dedicated phone support for Administrators.

Additional Impacts

Legal impact:

- The tax ID for NFA AFG, Inc. would be used to apply for a tax refund after full payment is submitted.
- Area Chairperson would sign any contract.
- Area Treasurer would use the Area credit card to make a one-time subscription purchase online with Area Technology Coordinator.
- Area Technology Coordinator would be account Owner.
- Zoom account and password would be kept on the “Ongoing Agreements” spreadsheet created by the Area Secretary.
- A copy of Zoom’s Terms and Conditions and Privacy Policy would be submitted to the Area Secretary for NFA AFG, Inc’s recordkeeping.

Policy impact:

- TBD - One-year trial only.

Procedures impact:

- Host licenses are for Area use only.
- Security measures for meeting settings.
- See “Legal impact” items listed above.

Area 9 budget impact:

- Projected final cost of \$1,999.00 for Software expense category.

Summary

If motion is approved by members of the upcoming virtual AWSC meeting on May 23rd, 2020, the Area 9 Officers and NFA AFG, Inc. board members are prepared to move forward with this one-year trial of Zoom's Business Plan. The hope is that it will serve to be another avenue to connect and unify Area 9 members whether for business meetings or fellowship via Area events.

Proposed Motion Wording

That we approve the purchase of Zoom's Business Plan for Area 9 as proposed to trial for one year.