

## South Bay Cities Council of Governments

January 12, 2015

TO: SBCCOG Steering Committee

FROM: Chandler Shields, Administrative Assistant

SUBJECT: Video Conferencing Equipment Year End Report: January 2014 - December 2014

SCAG's video conferencing equipment has been used on 39 different occasions (15 more instances than 2013) by an average of 3 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-office 72 hours ahead of time
- 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.