



KNIGHTS OF COLUMBUS

MAKING A DIFFERENCE FOR LIFE

TO: State Deputies and State Deputy-Elects

FROM: Mark McMullen
Senior Vice President
Membership and Marketing

DATE: June 11, 2020

RE: **Technical Equipment to Live Stream District Deputy Organizational Meetings**

Worthy State Deputies and State Deputy-Elects:

As noted in my recent e-mail, the Supreme Knight wants to make sure that anyone not comfortable attending in-person Organizational Meetings for health and safety reasons due the COVID-19 pandemic should have the ability to view the meeting via live streaming. The Louisiana State Council has had success in conducting live stream meetings. To that end, our IT department along with the Louisiana State Council recommends the following equipment that should be ordered by each state to have the ability to live stream your Organizational Meeting.

The key items needed are the following:

- **Laptop computer** that is internet capable with multiple USB ports (if laptops only have one USB port, then a USB hub will be required)
- **Hi Definition USB Webcam** mounted to a stand
- **A 2-channel USB Soundboard** that can accommodate standard podium style microphones
- **Standard XLR Microphones**
- **Microphone stand** on podium
- **USB Extension Cable**
- **XLR Extender Cables**

Attached is a spreadsheet with specific links to each of these items along with costs. The costs are very reasonable. These items can be repurposed for other uses throughout the year.

I suggest that, as a first step, that you assess whether you will have attendees not comfortable attending your Organizational Meeting in person. If so, please share this information with your technology guru and begin the process of ordering these items soon as possible. Most items are available via Amazon and can be shipped directly to

you. It is not mandatory that you use these items. You are open to using other technology platforms to deliver meeting content if you feel they are workable.

Please don't hesitate to reach out to your TGD, RGD, me, Bob Ennis with any questions that you may have.

Fraternally,

A handwritten signature in dark ink, reading "Mark J. McMullen". The signature is fluid and cursive, with the first name "Mark" and last name "McMullen" clearly legible.

Mark J. McMullen
Senior Vice President
Membership and Marketing

MJM/jh
Enclosure