

Immanuel Lutheran Church

Technology Minutes, November 2020

(Remarks in blue are results from the meeting)

Date of Meeting: November 2th, 2020 - In Person

Members Present: Vicky Anderson
Paul Brown
Kathy Carlson
Dianne Elsenpeter
Pat Gustafson
Jerry Randall
Michael Saterbak
Anneliese Walker

Goals:

Summary of 3 Goals to be completed in the next 3 months:

1. Purchase microphone for Kali (Youth Director) from Technology budget. Est. \$400
2. Implement a video production system including Cameras, Mixer & Work station with Pro-presenter
3. Develop staff to operate installed systems
4. Children's Christmas Program
5. Web site update

Summary of 3 Goals to be completed by January 1, 2021:

1. None – at this time

Devotions: Kathy Carlson

- Purchase Order for new equipment
 - Submitted for everything - orders pulled, waiting on cleared check and shipping confirmation
 - 2 POs submitted thus far. \$12,000-ish spent out of \$16,450
 - Should arrive T (-1) week.
 - Computer and monitors should arrive this week (11/01/2020-11/06/2020)
 - **Other: May need to purchase Kali a Mic.**
- Setup & testing of new equipment
 - Jerry to send the login credentials for tech@immanuel email.
 - Anneliese to start hooking up accounts
 - Concerns:
 - Delay, buffering, stream quality
 - What can we do from a tech standpoint?
 - What can we do from a live home experience?
 - May need to install additional internet services
- Installation
 - Pulling wire
 - Installing Cameras
 - Terminating
- Learning & Training
 - Propresenter

- VR-50 Mixer
- Cameras
- **ACTION:** Anneliese writes Call for volunteers - December/January.
 - December epistle
 - Sunday Live streams
 - **22nd of Nov** - first formal call
 - **Nov 25** - Thanksgiving Eve
- **ACTION:** Anneliese Make a SOP Manual
- **ACTION:** Kathy/Pat to do formal call on live streaming
- ~~Connecting to streaming service~~
- Other Audio inputs
 - Organ needs area mic
- Testing
 - Potentially do some test live streams in the form of concerts, book readings etc.
- 2021 Budget
 - See attached
 - **ACTION:** Spreadsheets for apparel sales
- **Disability Grant** from 2 years ago - Anneliese working through it. Going to need to talk with Jensine and a few other attendees to understand their worship experience better.

Next Meeting December 7th, 2020 @ 5:30pm - In Person

Devotions: ???

Recorded by: Anneliese Walker

Submitted by: Jerry Randall