

Protecting Virtual Meetings


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Since the beginning of the pandemic, many unions have been using Zoom, WebEx, Microsoft Teams and other videoconferencing technology to hold leadership and membership meetings. It is important for leaders to protect the security of these meetings in the same way you protect in-person meetings. The following are some recommendations for protecting your virtual meetings:

1. Require a password and a waiting room and designate a union leader who knows membership or has a membership list who can verify membership of everyone at the meeting.
2. If you do not or cannot use a password or waiting room, require everyone to have their full names displayed so that you can ensure only members are participating. Consider asking all participants to have their cameras on, but be flexible in light of the fact that not all staff may have the technology or space to be able to do this.
3. If anyone has not given their name or verified who they are verbally or through the chat, the host should remove them from the meeting before it begins.
4. Prior to beginning the meeting, the person leading the meeting should read a statement, such as the following: "This is a private meeting of (LOCAL NAME) that is restricted to members only. If you are not a member, we ask that you please leave the meeting now. Recording or capturing any part of this meeting without advance permission is prohibited."
5. If you record the meeting and choose to share the recording with others, make sure it is on a site that is password-protected or encrypted in some way.
6. If you learn that a non-member or outside party has recorded or obtained a recording of your meeting without permission, contact your Education Minnesota field staff right away for assistance.

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