



Motion Submission: Podcasts {3-parts}

This 3-part proposal is for the purpose of implementing a Podcast Feature on OA Foot Steps Virtual Intergroup #09670's new website effective immediately

PART I: PODCAST SOFTWARE

TO AMEND: To implement a podcast software plug-in on the new website

<p>CURRENT: The embedded podcast software in our new OA HOPE web theme can only be activated at a cost of \$19 per month, or \$190 per year. We were operating a trial version of this plugin to demonstrate its versatility and easy use, which has now expired..</p>	<p>PROPOSED: This proposal seeks to purchase and install the “Seriously Simple Podcasting” plug-in on our new website to easily post audio files on our website. It can be purchased yearly at a cost of \$190/year USD.</p> <p>More information about this WordPress Plugin: https://wordpress.org/plugins/seriously-simple-podcasting/</p>
<p>PRIMARY PURPOSE: To share podcasts, on our website, of the many speakers that partake on OA Foot Steps VIG meetings, to help compulsive eaters who still suffer.</p>	
<p>INTENT: To provide a user-friendly plugin that is easily implemented by our Podcast team, and easily accessed by our members.</p>	
<p>RATIONALE: This is the recommended plugin that was designed as part of our OA Hope WordPress theme, and incorporates beautifully into the website with very little updating, easy-to-use, etc. It is the prudent choice to encourage rotation of service, and ease of access.</p>	
<p>IMPLEMENTATION: To be purchased on a yearly basis and the amount to be paid by credit card and reimbursed. This program is installed on our own web-server, and can not be accessed by external podcast applications.</p>	
<p>COST: Seriously Simple Podcasting: \$190/year</p>	<p>TIME FRAME: Podcast Software can be implemented onto the site within 48 hours of approval of this motion.</p>
<p>SUBMITTED BY: Alix S</p>	<p>DATE: February 2021</p>

PART II: PODCAST RELEASE FORM

TO AMEND: To implement a new procedure of obtaining a release form from all OA Foot Steps Speakers before the recording can be uploaded to our Podcast playlist.

CURRENT:

There is, currently, no legislation in place in our bylaws or operating manual regarding the recording of speakers on our ZOOM platform and sharing these recordings publicly online as podcasts.

PROPOSED:

A speaker release form is required to be filled in and signed by the speaker. This form will be offered to the speaker to fill in or sign by the meetings' Podcast chair and/or it could be submitted directly on the new website. This must be submitted before the recording can be released online by the Podcast committee.

PDF: <https://drive.google.com/drive/u/1/my-drive>

ONLINE FORM:

<https://hope.oafootsteps.com/podcast-release-form/>

PRIMARY PURPOSE: To share recordings of speakers who share at OA Foot Steps VIG meetings on our website, as podcasts, to help compulsive eaters who still suffer.

INTENT: To ensure that proper procedures are in place to safeguard the speaker, the meeting and OA Foot Steps VIG from any liable or slander, and to protect anonymity within our fellowship.

RATIONALE: Without these suggestions in place we are risking lawsuit and liability action that could impact the ongoing operations of all of the OA Foot Steps VIG, and greatly impact the meetings and members who attend.

IMPLEMENTATION:

All recordings will be saved to the cloud only [as per the advice from insurance company, other intergroups, virtual region, and WSO]. Podcasts will be made available on the website when the speaker has signed the podcast release form {<https://drive.google.com/drive/u/1/my-drive>}, and the form has been received by podcast@oafootsteps.com, or alternatively, submitted through the online form {<https://hope.oafootsteps.com/podcast-release-form/>}. Please allow up to 48 hours for the Podcast Committee to put the recording online when all has been submitted. Members of the Podcast Committee may access the audio files for the purposes of editing for privacy and uploading to the website, as required.

FINAL NOTES:

1. Recordings will be shared on the OAFS VIG website only and may not be reproduced elsewhere.
2. These rules will be added to the Policy and Procedure Manual "Miscellaneous" section.
3. Instructions for submitting a Podcast will be updated here:
<https://hope.oafootsteps.com/add-a-podcast>
4. This is an interim motion, based on the best advice of trusted servants and insurance agencies, that may be subject to modification according to the terms of OAFS VIG #09670 liability insurance criteria that are still forthcoming.

COST:

nil

TIME FRAME:

Podcasts can be placed online within 48 hours of receiving the recording, as long as it meets all the criteria stipulated above.

SUBMITTED BY: Alix S

DATE: February 2021

PART III: PODCAST RECORDING STATEMENTS

TO AMEND: To implement a protocol of statements to be recorded and placed in chat during recordings

CURRENT:

There is, currently, no legislation in place in our bylaws or operating manual regarding the recording of speakers on our ZOOM platform and sharing these recordings publicly online as podcasts.

PROPOSED:

This proposal includes TWO statements that should be utilized at a meeting:

1. **RECORDED STATEMENT:** A defined statement will be read at the start of each recording. The proposed statement is attached to this motion.
2. **POSTED STATEMENT:** A secondary statement will be posted in the chat during the recording to ensure that ALL members are aware of the recording taking place and to ensure their privacy. The proposed statement is attached to this motion.

PRIMARY PURPOSE: To share podcasts, on our website, of the many speakers that partake on OA Foot Steps VIG meetings, to help compulsive eaters who still suffer.

INTENT: To ensure that proper procedures are in place to safeguard the speaker, the meeting and OA Foot Steps VIG overall from any liable or slander, and to protect anonymity in accordance

RATIONALE: Without these suggested protocols in place we are risking lawsuit and liability action that could impact the ongoing operations of all of the OA Foot Steps VIG, and greatly impact our meetings and the members who attend.

IMPLEMENTATION:

1. **RECORDED STATEMENT:** Meeting leader[s] must read the attached disclaimer statement at the start of the recording before any speaker shares. This statement MUST be included in the audio recording submitted to our zoom platform.
2. **POSTED STATEMENT:** Meeting leader[s] must post the attached disclaimer statement in the chat room during the recording, to ensure all members are aware the recording is currently taking place and to reassure them that their own privacy and anonymity is protected at all times during the meeting.

RECORDED STATEMENT:

"We welcome {insert name} as our speaker at our {insert meeting name} on {insert date}. When you speak, it is considered implied consent to have your voice and your share recorded and posted on oafootsteps.com as a podcast. To preserve your anonymity, please use only your first name or an alias when you share. We thank you for your service. A reminder to all those listening: The opinions expressed here today are those of individual OA members and do not represent OA as a whole."

POSTED STATEMENT:

"This meeting is currently recording the speaker portion of this meeting so that it will be made available as a podcast on the OA Foot Steps VIG website to help other compulsive eaters in their recovery. Please keep yourself muted at all times until the recording ends, and the leader of this meeting invites members to share. If you have any questions or concerns, you are welcomed to message the leader of this meeting or email podcast@oafootsteps.com for more information."

PLEASE NOTE:

1. Recordings will be shared on the OAFS VIG website only and may not be reproduced elsewhere.
2. These rules will be added to the Policy and Procedure Manual "Miscellaneous" section
3. Instructions for submitting a Podcast will be updated here: <https://hope.oafootsteps.com/add-a-podcast>
4. This is an interim motion, based on the best advice of trusted servants and insurance agencies, that may be subject to modification according to the terms of OAFS VIG #09670 liability insurance criteria that are still forthcoming.

COST:

nil

TIME FRAME:

The following items can be added to the Policy and Procedure Manual once approved, and will be in effect immediately.

SUBMITTED BY: Alix S

DATE: February 2021