



**PUBLIC NOTICE**  
**Board Retreat Planning Meeting**  
**May 28, 2025 | 9 a.m.**  
**Virtual**

Notice is hereby given that the **Board Retreat Planning Meeting** will take place on **May 28, 2025, at 9 a.m.** virtually via **Zoom**. The public is invited to attend this meeting virtually. Please see the instructions on the following pages for details on accessing the meeting via **Zoom**.

People attending this meeting via **Zoom** will be given an opportunity to provide public comments during the designated public comment period. Interested persons who cannot attend the meeting, but who wish to submit public comments to be read during the public comment period of the meeting regarding any matter on the agenda for consideration at the meeting may do so by emailing **jennifer@culturalcouncil.org** no later than **5 p.m.** the day before the meeting.

Pursuant to the Americans with Disabilities Act, accommodations for persons with disabilities are available upon request. Please allow 1-2 business days notification to process; last-minute requests will be accepted but may not be possible to fulfill. **Please contact Disabled Services Division at: V (904) 255-5466, TTY (904) 255-5476, or email your request to [karat@coj.net](mailto:karat@coj.net).** Please contact **Jennifer Clements** by email at **jennifer@culturalcouncil.org** if you have any questions regarding this notice or if you experience technical difficulties during the meeting.

**ACCESS AND PARTICIPATE IN MEETING VIA ZOOM FOR COMPUTER**

1. If you have already registered for the Zoom application on your computer, enter the link below in the address line for Google Chrome or Microsoft Edge Internet Browser.

Meeting link: **<https://us06web.zoom.us/j/84209300981>**

Meeting ID: **842 0930 0981**

2. If you have not already registered for Zoom on your computer, follow these instructions:
  - Sign up for the Zoom application by typing “Zoom.US” into Google Chrome or Microsoft Edge Internet Browser.
  - Once you have created an account, go to: JOIN A MEETING on Dashboard.
  - Enter the Zoom Meeting ID: **842 0930 0981**

**ACCESS AND PARTICIPATE IN MEETING VIA ZOOM FOR TELEPHONE**

One tap mobile

+1 305 224 1968

+1 646 931 3860

Meeting ID: **842 0930 0981**

Find your local number: <https://us06web.zoom.us/j/84209300981>

- If you join before the meeting has started, you will be prompted to press # to wait.
- If you call using your mobile phone or device, you will be prompted to enter a unique participant ID. Press # to skip.

#### **INSTRUCTIONS FOR PUBLIC COMMENT**

- At the beginning of public comment, the host of the Board Retreat Planning Meeting will establish a time for each speaker that is no more than (3) three minutes per speaker.
- All participants who wish to participate in public comment during the meeting must log into Zoom with their full name.
- The host will only call on speakers using the “RAISE HAND” feature in Zoom. If joining via computer, click the “Participants” button at the bottom of the screen and then scroll down and click on “Raise Hand.” You must have a microphone, video camera and speakers on your computer to participate with the “RAISE HAND” function. If joining via telephone, Enter \*9 on the keypad of your telephone to activate the “RAISE HAND” feature. Your phone must have a microphone and speakers to participate with the “RAISE HAND” function.
- Wait to be recognized for your public comment time by the host.
- Begin speaking after the host has recognized your turn during public comment.