**COVID-19 SJMC Torch Awards – Program Advance Planning**

There was no specific, measurable timeline for the COVID-19 efforts of the South Jersey Men’s Club (SJMC), as our goal was to simply to function as normal as possible despite the obstacles posed by the pandemic. In particular:

* In March 2020, when everything was shutting down and it became clear that we could not hold out regular monthly meetings in person, the board met via Zoom and decided to continue – via Zoom – to continue to hold its monthly Sunday morning meetings. The first meeting – “COVID-19 and You” – held April 12, 2020, specifically focused on dealing with the pandemic.
* In addition to sending out several e-mails prior to each meeting to announce the meeting, for the first several month SJMC board made telephone calls to all members to not only let them know about the meeting but to just touch base with them, see how they were doing, and ask if they had any special needs for which we could assist them.