



Introduction to Zoom Meeting

Annual General Meeting



Annual General Meeting

- ▶ The AGM this year will be conducted online.
- ▶ The purpose of these webinars is to share the information that we will be voting on, to educate on the topics, and to allow any questions for clarification.
- ▶ Being prepared will help with the flow and decision making at the annual meeting. Thank you for being part of these webinars and for your commitment to the Region.
- ▶ These Webinars will be recorded and the links posted on the website as well as in the announcements so you can watch them at any time.



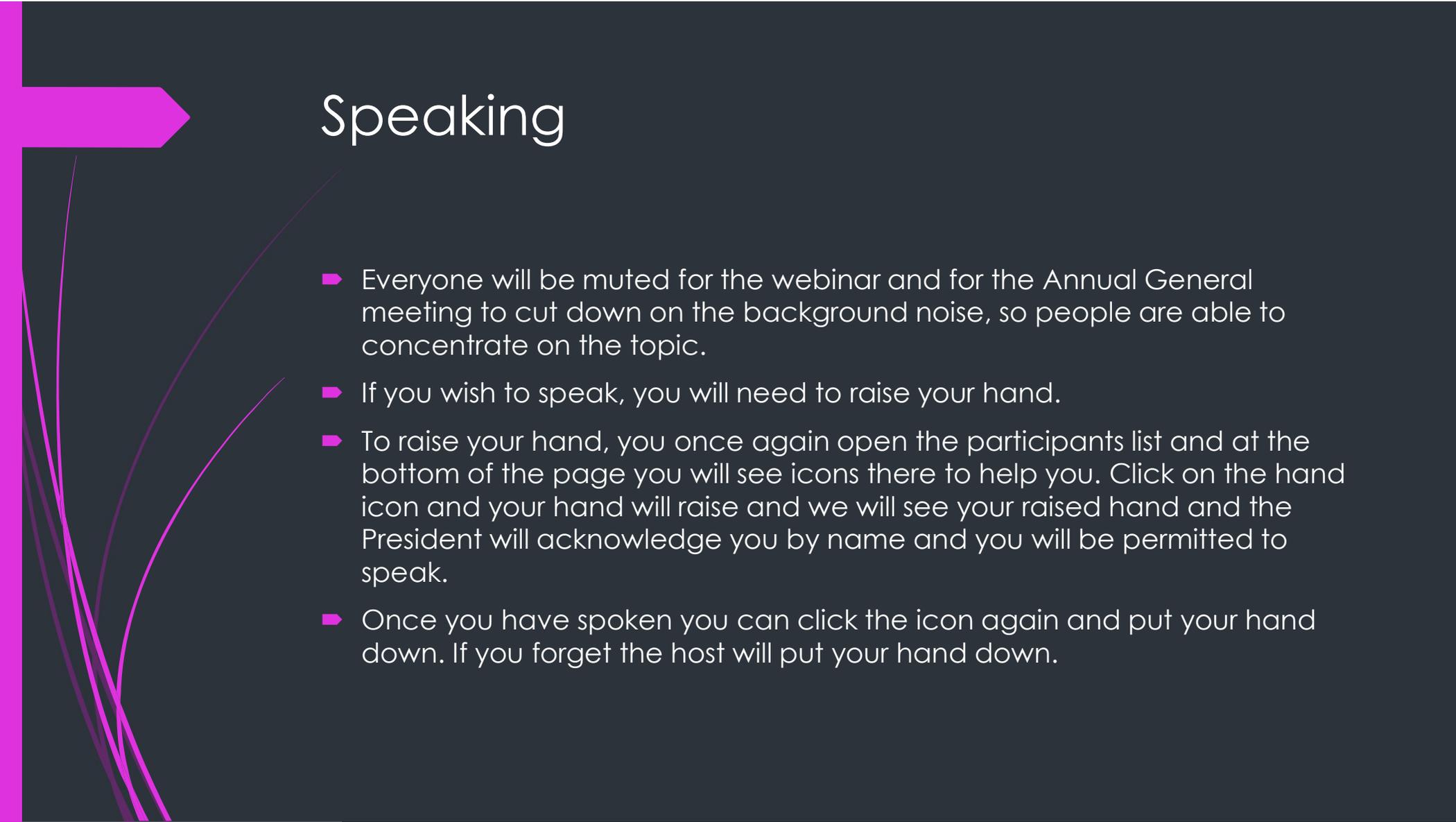
Identifying Name

- ▶ It is important when you come into the meeting that we have an identifying name for you (first and last name).
- ▶ If your name on your computer is not you, then please change your name so we are able to record who was present.
- ▶ To change your name you can:
 1. Put your cursor over your photo until you see mute/unmute or more. Click more and you can change your name.
 2. Put your cursor over the participants list, click on the list and you will find your name. Click on the More icon and you can change your name.



Identifying Name (Phone)

- ▶ For those who do not have access to a computer, or whose internet is slow, you are able to join us by phone. You will receive phone numbers to call into the meeting underneath the link for the Zoom Meeting.
- ▶ The Hosting staff will ask your name by identifying your number and once you tell us your name they will put your name on the participant list.



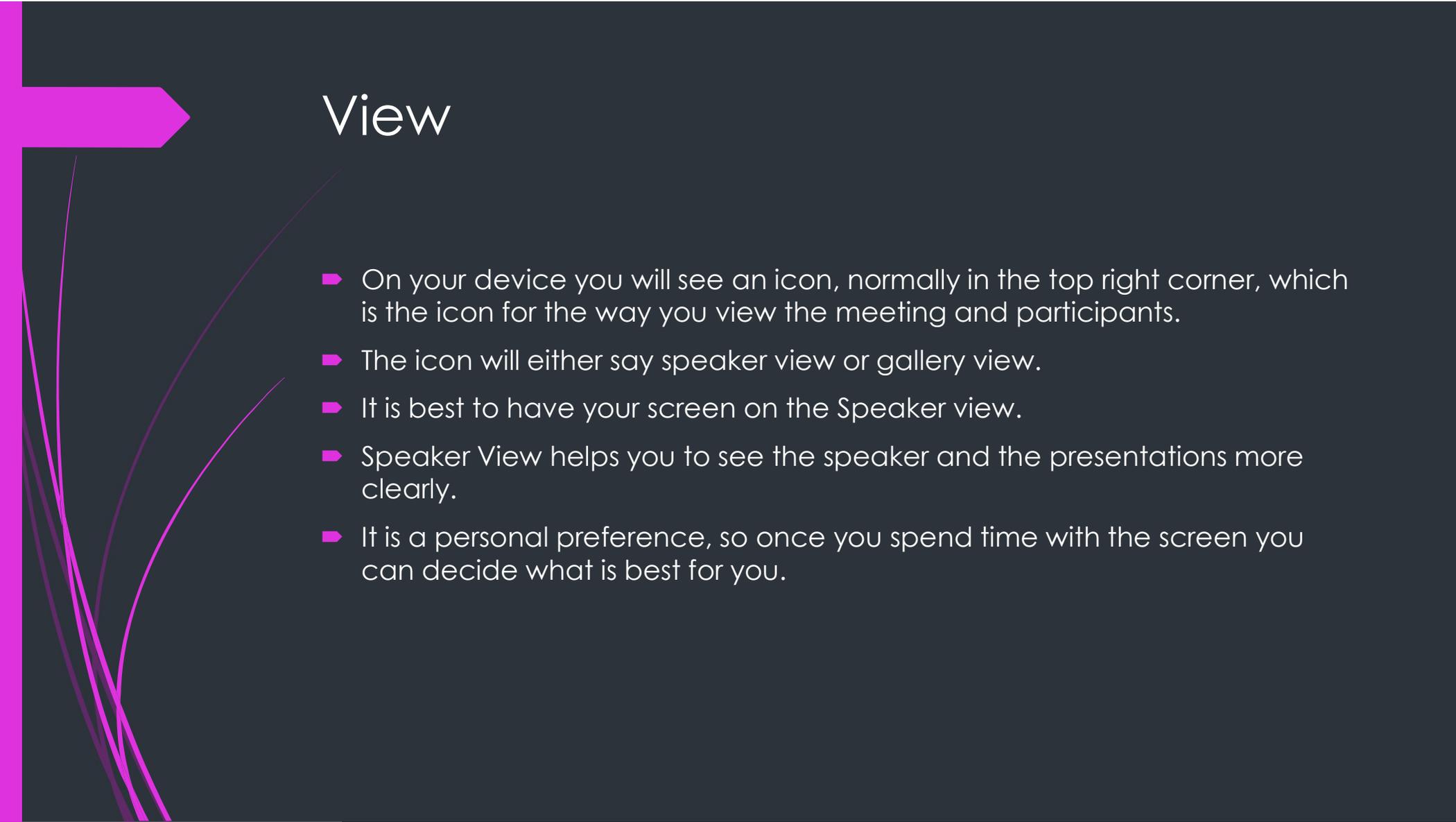
Speaking

- ▶ Everyone will be muted for the webinar and for the Annual General meeting to cut down on the background noise, so people are able to concentrate on the topic.
- ▶ If you wish to speak, you will need to raise your hand.
- ▶ To raise your hand, you once again open the participants list and at the bottom of the page you will see icons there to help you. Click on the hand icon and your hand will raise and we will see your raised hand and the President will acknowledge you by name and you will be permitted to speak.
- ▶ Once you have spoken you can click the icon again and put your hand down. If you forget the host will put your hand down.



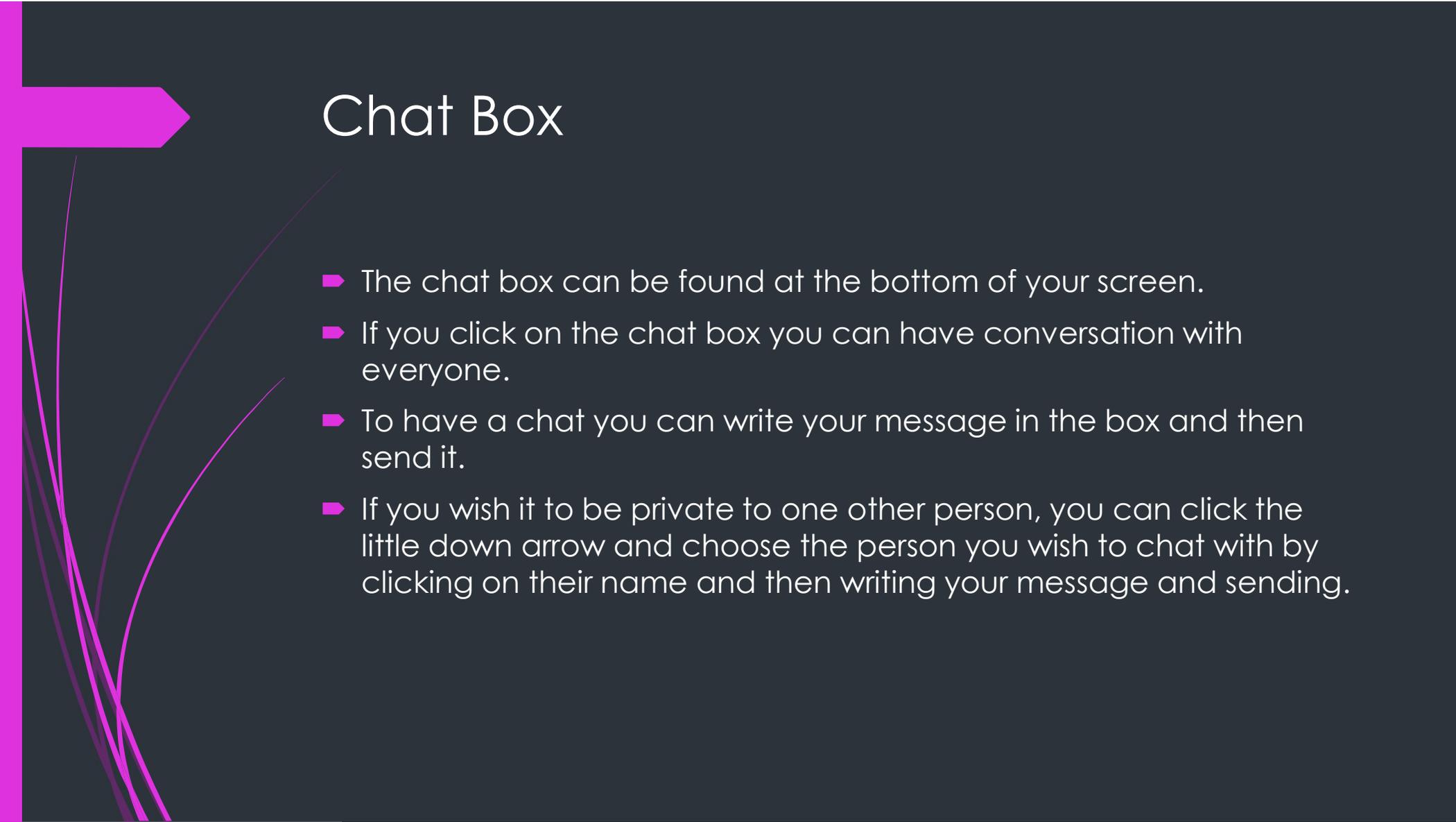
Speaking (Phone)

- ▶ If you wish to speak, you will need to raise your hand.
- ▶ To raise your hand you must click the *9 on your phone and your hand will be raised. The President will acknowledge you, and you can then unmute your phone by pressing *6.
- ▶ After you speak, you can then mute by again pressing *6.
- ▶ The Host will then put your hand down.



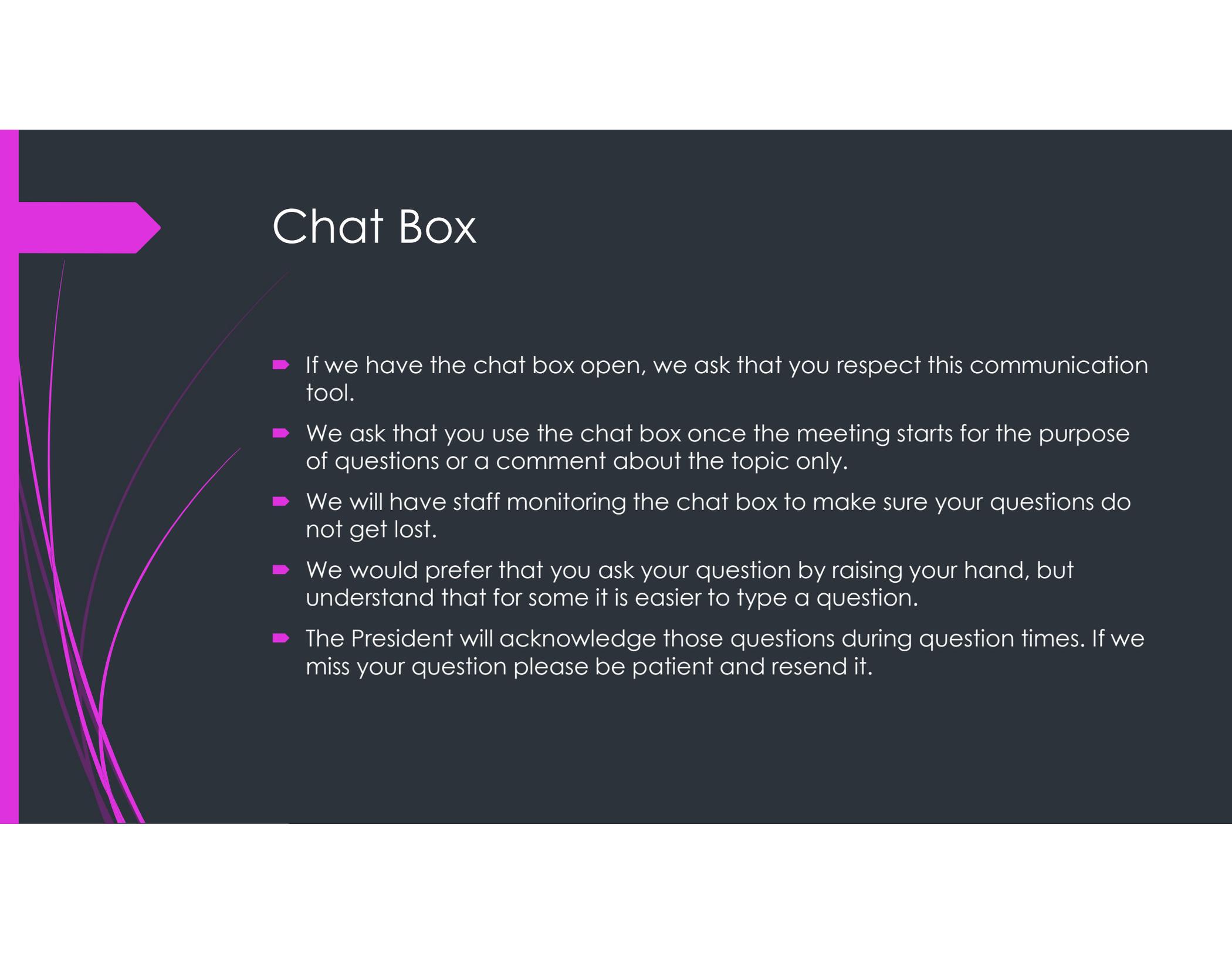
View

- ▶ On your device you will see an icon, normally in the top right corner, which is the icon for the way you view the meeting and participants.
- ▶ The icon will either say speaker view or gallery view.
- ▶ It is best to have your screen on the Speaker view.
- ▶ Speaker View helps you to see the speaker and the presentations more clearly.
- ▶ It is a personal preference, so once you spend time with the screen you can decide what is best for you.



Chat Box

- ▶ The chat box can be found at the bottom of your screen.
- ▶ If you click on the chat box you can have conversation with everyone.
- ▶ To have a chat you can write your message in the box and then send it.
- ▶ If you wish it to be private to one other person, you can click the little down arrow and choose the person you wish to chat with by clicking on their name and then writing your message and sending.



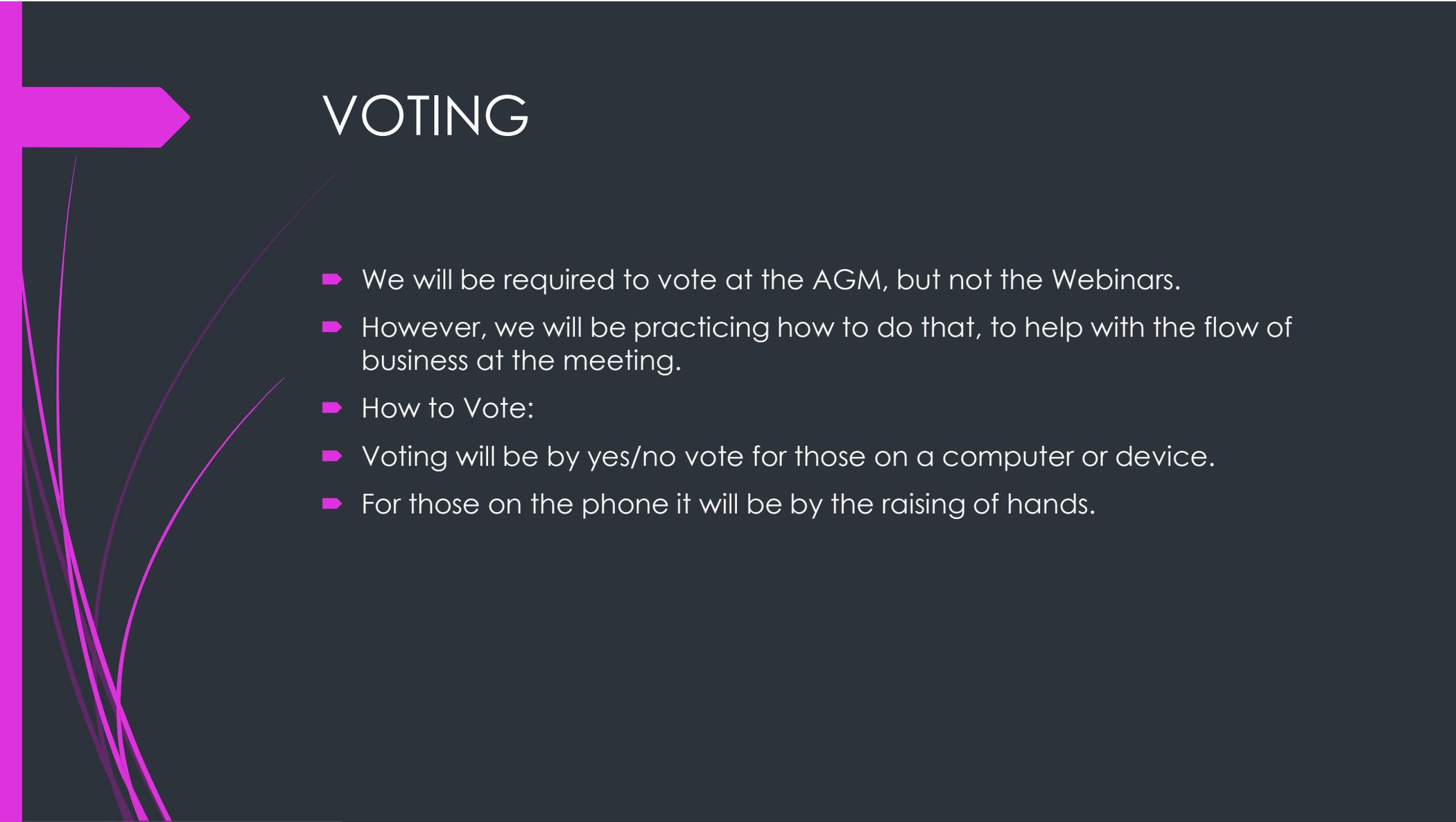
Chat Box

- ▶ If we have the chat box open, we ask that you respect this communication tool.
- ▶ We ask that you use the chat box once the meeting starts for the purpose of questions or a comment about the topic only.
- ▶ We will have staff monitoring the chat box to make sure your questions do not get lost.
- ▶ We would prefer that you ask your question by raising your hand, but understand that for some it is easier to type a question.
- ▶ The President will acknowledge those questions during question times. If we miss your question please be patient and resend it.



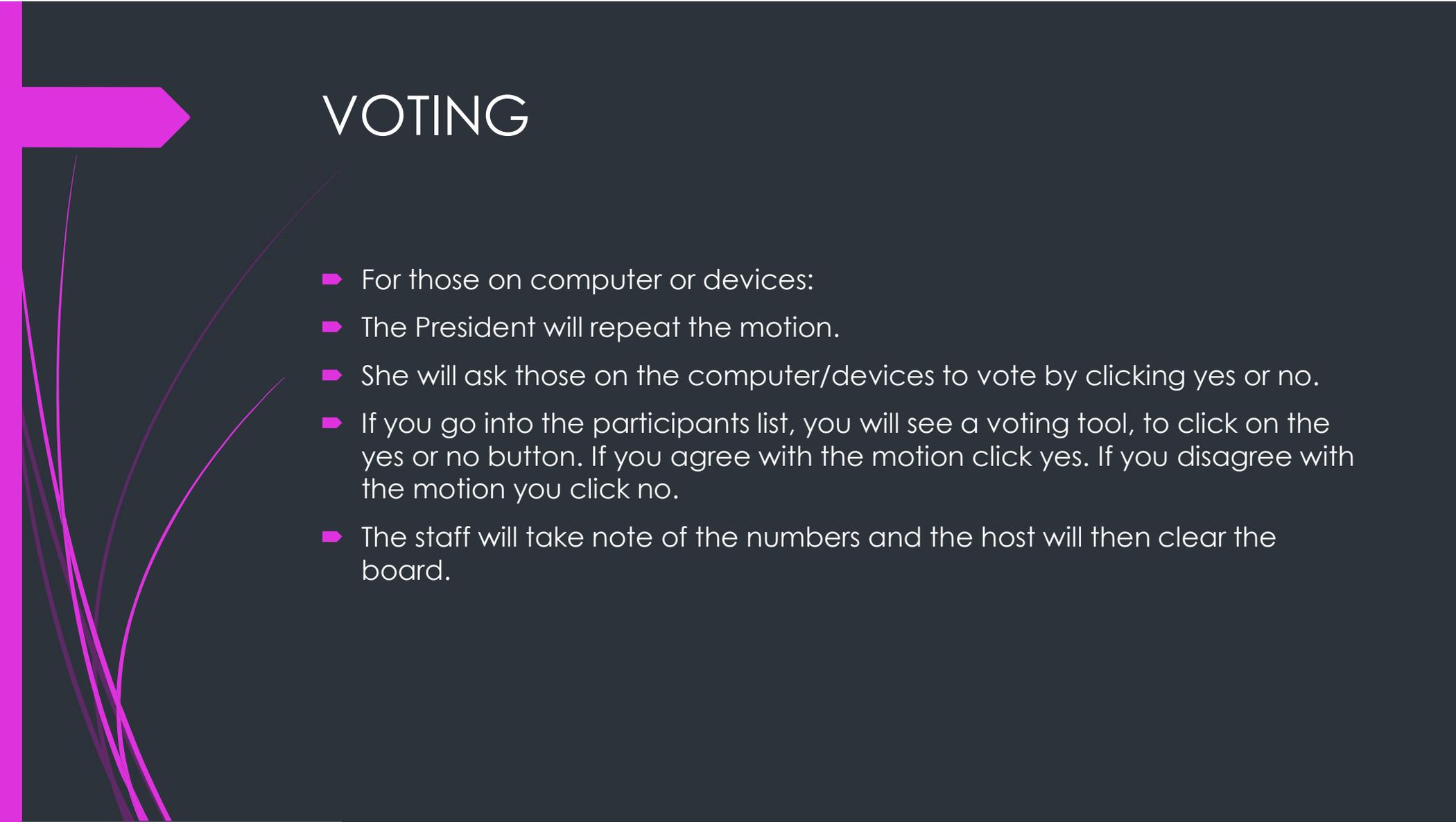
Chat Box

- ▶ Please be respectful of other people when using the chat box.
- ▶ This is not the place to have conversation as if you are in a table group and chatting with your neighbour.
- ▶ Please note that the hosts for the meeting can see all of the chats even the private chats, so please do not write something you do not want someone else to see.



VOTING

- ▶ We will be required to vote at the AGM, but not the Webinars.
- ▶ However, we will be practicing how to do that, to help with the flow of business at the meeting.
- ▶ How to Vote:
- ▶ Voting will be by yes/no vote for those on a computer or device.
- ▶ For those on the phone it will be by the raising of hands.

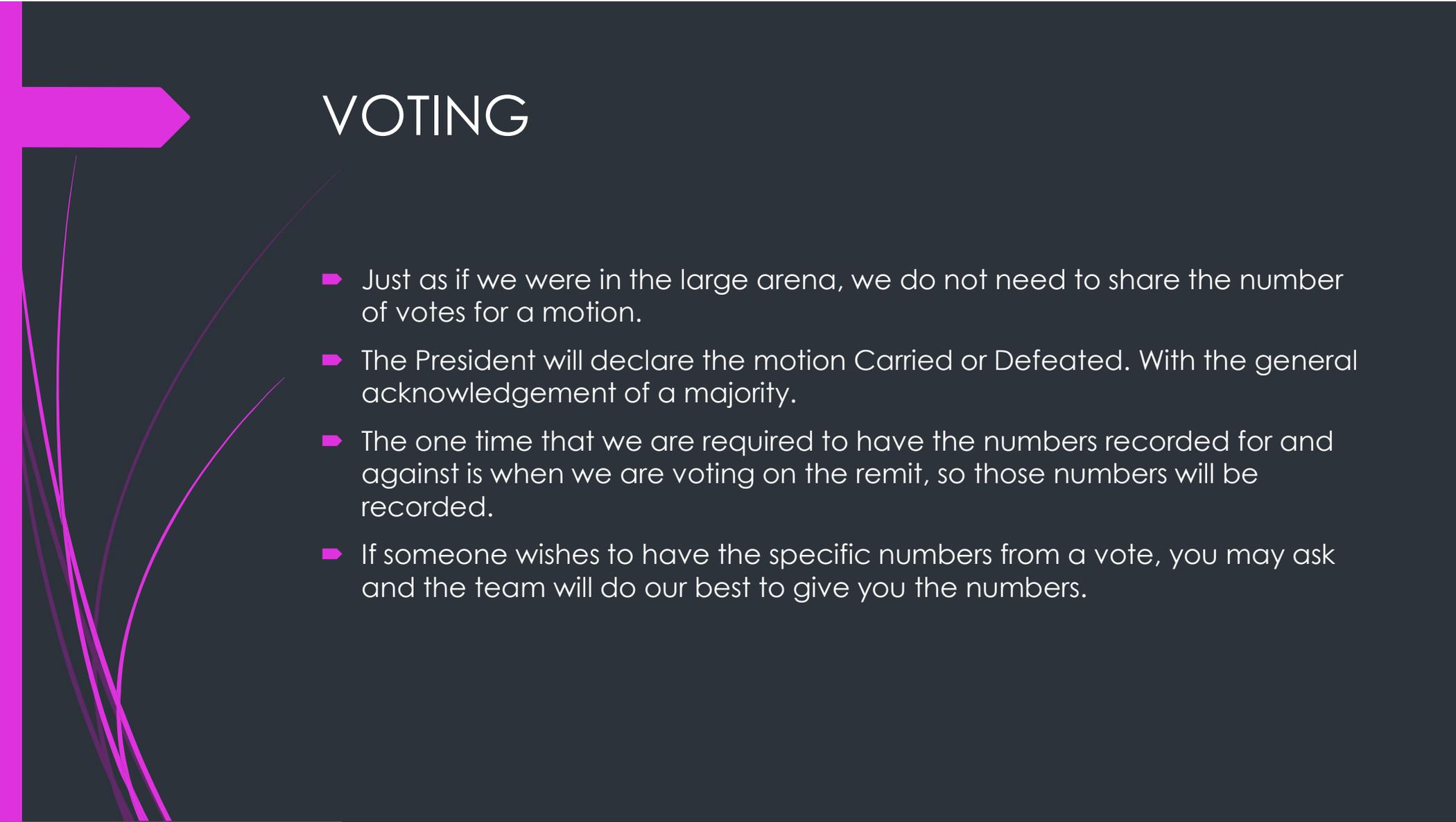


VOTING

- ▶ For those on computer or devices:
- ▶ The President will repeat the motion.
- ▶ She will ask those on the computer/devices to vote by clicking yes or no.
- ▶ If you go into the participants list, you will see a voting tool, to click on the yes or no button. If you agree with the motion click yes. If you disagree with the motion you click no.
- ▶ The staff will take note of the numbers and the host will then clear the board.

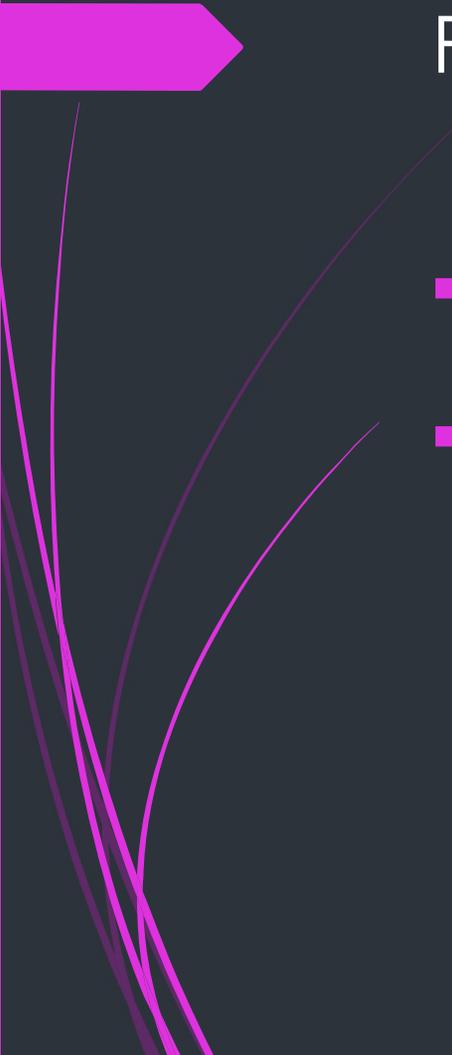
VOTING PHONE

- ▶ For those on the phone the President will ask:
- ▶ *“Those on the phone, if you agree with the motion please raise your hand by pressing *9”.*
- ▶ The staff will then take note of the numbers.
- ▶ The Host will clear the screen when everyone has had the change to vote yes.
- ▶ The President will then ask:
- ▶ *“Those who wish to vote no to the motion, please raise your hand by pressing *9”*
- ▶ *The staff will take note of the numbers and the Host will clear the screen.*



VOTING

- ▶ Just as if we were in the large arena, we do not need to share the number of votes for a motion.
- ▶ The President will declare the motion Carried or Defeated. With the general acknowledgement of a majority.
- ▶ The one time that we are required to have the numbers recorded for and against is when we are voting on the remit, so those numbers will be recorded.
- ▶ If someone wishes to have the specific numbers from a vote, you may ask and the team will do our best to give you the numbers.



Practice

- ▶ Motion (Moved by Santa Claus/seconded by Rudolf Reindeer)
- ▶ That the elves be permitted to have the week after Christmas off to use up the compensation time they have accumulated during the Christmas rush.



Practice

- ▶ Motion: (Moved by Faith March-MacCuish/Seconded by Sheila Gallant)
- ▶ That the official dance for the Kitchen Party at the 2021 Annual General Meeting be line dancing.



Learning As We GO!!

- ▶ Please be patient with yourself and with others.
- ▶ We have all had to learn new skills very quickly.
- ▶ Let's remember, Kindness, Caring and Patience!!