

Zoom Meeting Instructions

Annual General Meeting 2020:

Greater Victoria Coalition to End Homelessness

Arrangements for the AGM

Please click the **Zoom link** followed to join the AGM:

<https://us02web.zoom.us/j/86561219736>

The zoom meeting will be opened at 11:15 am, with the AGM commencing at 11:30 am.

This link will provide you with direct access to the meeting:

- When joining the meeting please provide your full name, as this will make the record of quorum and proceedings easier.
- Please try to join the meeting 15 minutes prior to the start of business to ensure that all participants have been logged in before the start of the meeting.
- Members will be able to communicate using the Chat feature. The Chat facility can be accessed by pressing the 'Chat' button at the bottom of your screen.

Joining the meeting:

- When you have joined the meeting, you will be placed in a waiting room.
- Before being admitted, GVCEH staff will record your presence.

Procedures during the meeting:

- Lisa Helps will be the Moderator to ensure smooth conduct of the meeting.
- At the start of the meeting, Lisa will:
 - Outline the procedures and inform participants that the meeting is being recorded in order to facilitate accurate minutes

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- Remind participants of the process for contributing to the meeting (raising your hand or voting in the chat)
- Turn off the audio for all attendees except the Chair. Please note you will still be able to see and hear the Chair.
- Any attendee wishing to make a comment or ask a question should type C or Q in the chat box. GVCEH staff will respond to those wishing to ask a question in the chat room.
- Any slides or presentations will be presented by a staff member on their computer and using the Share Screen function.

Quorum/Member Voting

There will be several formal motions –

- Members in good standing (2020-2021 fees paid) are eligible to vote.
- **Please vote by raising your hand or voting in the chat.**
- **Keep it in the air until the count is completed. Thank you.**
- These votes will be verbalized by the chair.

General points:

- Zoom will work better if you have downloaded the app.
- You should receive a prompt when you log in to the website or join the meeting;
- if you have yet to follow the link provided, please do so fifteen minutes before the meeting.
- Make sure that your username is your full name (this will make the voting and chat aspect easier).
- By joining the meeting in advance and being patient when you log in, you will facilitate the work of the staff in novel circumstances to register each individual for the record.
- We've found that desktop is better than mobile.

Audiovisual:

- If you're able to use them, headphones with a built-in microphone (like the type that probably came free with your mobile phone) do enhance the audio quality.
- When you have joined the meeting your audio will be switched off by default; this will enable everyone to hear the speaker and will cut down on background noise and other disruptive sounds.
- For more tips, see <https://blog.zoom.us/wordpress/2020/03/09/working-from-home-tips-to-meet-like-apro/>

Meeting etiquette:

- Please click on the 'chat' icon to open the chat box
- If you would like to ask a question or make a comment, please type 'Q' or 'C' in the chat section and send directly to the moderator; this will be monitored throughout the meeting and the Chair will call on you to ask the question. Feel free to also type in the question.

If you have any difficulties during the meeting, please email either Anna (admin@victoriahomelessness.ca) or Clare (cpugh@victoriahomelessness.ca). We'll do our best to help you.