



Introduction to Zoom Meeting

Annual General Meeting



Annual General Meeting

- The AGM will be conducted on line again this year.
- The purpose of these webinars is to share the information that we will be voting on, to educate on the topics, and to allow comments and 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 once the meeting is concluded these webinars will be removed. If you do not wish to have your photo on the screen please turn off your camera.

Identifying Name

- ▶ When you click on the Zoom link as you have today it is important that we have an identifying name for you that we can see on the screen.
- ▶ 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 curser over your photo until you see mute/unmute and more or three dots. Click more or the dots and you will see the word rename, please click rename and then type your name.
 2. Put your curser over the participants list, click on the list and you will find your name. Click on the More icon and the rename 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 we will put your name on the participants 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 will need to click on the reactions button at the bottom right hand side of your computer. If you are using an iPad, it's at the top right hand corner under the participants list. Then click on the hand icon and your hand will raise, we will see your raised hand and the President will acknowledge you by name and you will be permitted to speak.

Speaking

- To speak you will have to unmute yourself. Please do so by hovering over your microphone icon and clicking on it on your
- 1. Participants list or
- 2. main screen at the bottom left hand side or
- 3. by hovering over your picture on the screen, and you will see the words mute and unmute.
- Once you have spoken, please mute yourself and put your hand down. You can click the icons again to mute and put your hand down. If you forget, the host will mute you and 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 again you can then mute by again pressing *6.
- You can lower your hand by clicking *9 again or 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 however, 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 each other or you can have a private chat with one other person.
- 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 during the Webinars.
- ▶ However, we will be practicing today how to do that, to help with the flow of business at the meeting.
- ▶ How to Vote
- ▶ Voting will be by the raising of hands for all participants whether on computer or phone.

VOTING

- The President will repeat the motion
- **The President will then say: For those voting in favour of motion**
- **If you are on computer and/or other device, find your raise hand icon,**
- **If you are on the phone, you vote with the raising of your hand by pressing *9.**
- **For those wishing to vote in favour of this motion, please do so now.**
- *<once President has confirmation that votes are in, President asks for the votes to be cleared>*

VOTING

- The President will then say, For those voting against the motion:
- If you are on computer and/or other device, find your raise hand icon,
- If you are on the phone, you vote with the raising of your hand by pressing *9.
- For those wishing to vote against this motion, please do so now.
- <once President has confirmation that votes are in, President asks for the votes to be cleared>



VOTING

- ▶ Just as if we were in the large arena, we do not need to share the number of votes for a motion.
- ▶ If someone wishes to have the specific numbers from a vote, you may ask and the team will do their best to give you the numbers.
- ▶ The President declares all motions. The President will declare the motion carried or defeated. With the general acknowledgement of a majority.



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 Heather Manuel/Seconded by Jane McDonald)
- That the official dance for the Kitchen Party at the 2021 Annual General Meeting be a Jig.

Voting - Email

Ballots –

If we need to vote by Ballot you will receive an email with a link for voting. When the voting goes live (you will be given the times) you will need to go into your email and click on the link and commence the voting. To access your screen so you can get to your emails simply go to the minimize screen and then you can access your email. You can also access from another device which allows you to access your emails (cell phone or tablet).

- If we need to vote in this manner. We will be practicing this May 26th. You will receive a email and the email will tell you when voting is live and you will be asked to vote at that time.



One Computer-One Vote

- ▶ If you are joining with someone else on their computer and you are a voting member, you will not be able to vote. There is one vote per device.
- ▶ If you are joining in the same room, you will need to be on another device/phone to vote.
- ▶ If you are in the same room together and you have more than one device open you will need to mute your devices as otherwise we will get feedback through your computer.



New Members

- Members to the Region from their Communities of Faith are a key connector for the Community of Faith and the Region.
- You are one of our communications agents in the system. We rely on you to be the person who receives correspondence from the Region and brings that to your governing body (Board/Council).
- It is recommended that one of the elected members from your Community of Faith to the Region be a member of your governing body (Board/Council).



New Members

- Help your governing body understand/find the policies and governance documents pertaining to the Region's work.
- Highlight the website, and Facebook page to the Community of Faith as a resource of information.
- Share the Region's weekly news with the congregation and Board/Council.
- Encourage congregational members to sign up for the weekly announcements.



New Members

- Provide a copy of the Regional Executive minutes to the Board or Council quarterly.
- Help circulate the e-newsletter (when it gets started) to members of the Congregation.
- Bring a report from the annual meeting to your Communities of Faith.
- Serve on one of the Committees of the Region. Recognizing the work of God through our United Church needs all of us.
- To help members of your Communities of Faith discern where they might serve on the various Committees of the Region and encourage them to get involved.



Preparation

- Please see the website for the Regional Meeting at the following link: <https://ucceast.ca/fundy-st-lawrence-dawning-waters-regional-council-14/fsldw-annual-meeting-2021/>.
- It is important to read through all the information and the Procedures for holding a meeting, Holy Manners and Guidelines for Business Procedures.
- You will also receive a email with the full docket by the end of the week.



How to Speak at the Meeting

- All Members of the Regional Council and Visitors are permitted to speak.
- Only Members are permitted to vote on issues at the meeting.
- To Speak to an issue or motion, you are asked to raise your hand, if you are on a computer device please raise your hand by pressing the raise hand icon and on the phone *9.



How to Speak at the Meeting

- Speakers will raise their hand. When the President calls your name you will unmute yourself.
- Start by identifying yourself (name, Pastoral Charge or Community of Faith).
- All discussion should be directed to the President.
- Each person may address the President only once about a issue or a motion, except the mover, who may speak both first and last.



How to Speak at the Meeting

- The initial time allocated for the mover to address the motion be limited to three minutes.
- Others that wish to speak are limited to two minutes, including any reply by the mover of the motion.
- All discussion should be clear and concise and deal only with the issue or the motion being discussed.



Learning As We GO!!

- If you have any question please be in contact info4RC14@united-church.ca.
- Please be patient with yourself and with others.
- We have all had to learn new skills very quickly.
- Together we will all help to have a meaningful meeting.
- Let's remember, Kindness, Caring and Patience!!