



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 once the meeting is concluded these webinars will be removed.**

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. Click more 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 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 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.**

Speaking (Computer Devices)

- ▶ If you wish to speak you must raise your hand.
- ▶ 1. You do that by going to the reactions icons bar at the bottom of your screen. Click on the icon and you will see a hand and the words raise hand. Click on the bar and you will see your hand raised. If on iPad, it is in the top right hand corner under the more or the three dots. Click the dots you will raise hand.
- ▶ 2. Go into the participants list at the bottom of the list you will see a hand. Click on the hand and your hand will raise.
- ▶ 3. Hover over your picture and you will see mute and unmute. Next to that you will see more or three dots. Click the more or the dots and there will be a raise hand.

Speaking (Computer Devices)

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 please 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 of a computer and on an iPad it will be on the left hand side at the top. The icon will either say speaker view or gallery view.
- ▶ Speaker view helps you to see the speaker and the presentations more clearly.
- ▶ Gallery view helps you to see more participants.
- ▶ 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 on computers. For iPad it is in the participants list or the three dots with more options. The chat box is visible.
- ▶ 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

- ▶ We ask that you respect this communication tool.
- ▶ Once the meeting starts we ask that you use the chat box only for sharing comments. If you have a question or wish to speak to the council please raise your hand and speak.
- ▶ 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 today how to do that, to help with the flow of business at the meeting.
- ▶ How to Vote will be by the raising of hands.

VOTING

- ▶ The President will repeat the motion.
- ▶ **The President will then say: For those voting in favour of the motion:**
- ▶ **Please raise your hand by clicking the hand icon or if on the phone 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:**
- ▶ **Please raise your hand by clicking the hand icon or if on the phone by pressing *9.**
- ▶ **For those wishing to vote against of 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.**
- ▶ **The President will declare the motion carried or defeated. With the general acknowledgement of a majority.**
- ▶ **If the vote is too close we will vote again and take a accurate count.**
- ▶ **If someone wishes to have the specific numbers from a vote, you may ask and the team will do their best to give the estimated numbers.**

Practice

- ▶ **Motion (Moved by Santa Claus/seconded by Head Elf)**
- ▶ **That the Reindeer be permitted to have a one weekend paid all inclusive trip to Disney for fun and rest as a thank you for their Christmas rush.**

Practice

- ▶ **Motion: (Moved by Stephanie McClellan/Seconded by Bob Bennett)**
- ▶ **That the official Ice Cream for the Annual General Meeting will be Maple Walnut.**

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 Role

- ▶ Provide a copy of the Regional Executive minutes to the Board or Council quarterly.
- ▶ Bring a report from the annual meeting to your Communities of Faith.
- ▶ Serve on one of the committees of the Region (while no mandatory is strongly recommended). Recognizing we are all part of the Region and its work needs all of us.
- ▶ To help members of your Communities of Faith discern where they might serve on the various committees and teams of the Region and encourage them to get involved.

Nominations Committee

Nominations Committee Presentation

How to Prepare

- ▶ 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-2022>
- ▶ It is important to read through all the information to be prepared for the meeting.

Who can speak and who can vote?

- ▶ **All Members of the Regional Council and visitors are permitted to speak.**
- ▶ **Only members are permitted to vote.**
- ▶ **When you speak start by identifying yourself (name, Pastoral Charge/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.**

Speaking at the Meeting

- ▶ **The initial time allocated for the mover to address the motion be limited to three minutes.**
- ▶ **Others that wish to speaker 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.**

Reminders

- ▶ **Please make sure you have your Zoom updates downloaded on your device so you have the latest version of Zoom.**
- ▶ **If you are sharing a device with another voting member, please note we cannot count your votes. So if you are voting member you will need your own device (computer, iPad or phone) for voting.**

Learning As We GO!!

- ▶ **Please take some time to read the procedures for holding a meeting, holy manners etc. as a covenant for our meeting.**
- ▶ <https://ucceast.ca/wp-content/uploads/2022/02/Procedures-for-Holding-a-Meeting-and-Decision-Making-and-Holy-Manners-2022.pdf>
- ▶ **Please be patient with yourself and with others.**
- ▶ **We have all had to learn new skills.**
- ▶ **Lets remember, Kindness, Caring and Patience!!**