Online Information
AGM Sept 17,2020

Thank you for planning to attend the Annual General Meeting of Abilities Manitoba on Sept 17, 2020 at 1pm. The meeting can be accessed using a computer, phone or tablet. You can use your internet browser or the Zoom app to attend the meeting online, or can join by phone. Please plan to arrive prior to 1pm.

TO JOIN ZOOM MEETING:

Online:

https://us02web.zoom.us/j/87568215465?pwd=QVZMaEovZ0toNjkvbEkwMUQ0anhpQT09

This link will take you directly to the waiting room and ID and passcode won't be required. A host will admit you into the meeting.

If you anticipate any concerns with audio, choose the test audio option as you enter.

> Just in case: Meeting ID: 875 6821 5465
>   Passcode: 702838

Phone:

1. One tap mobile: +16473744685,,87568215465#,,,,,,0#,,702838#

    OR

2. Phone number: 1-647-374-4685
   Meeting ID: 875 6821 5465
   Passcode: 702838

How do I navigate through Zoom?

The **toolbar** is found at the bottom of all screens and includes mute, video, chat, participants, reactions & more.

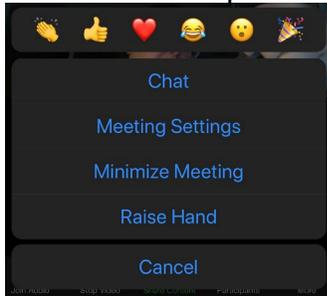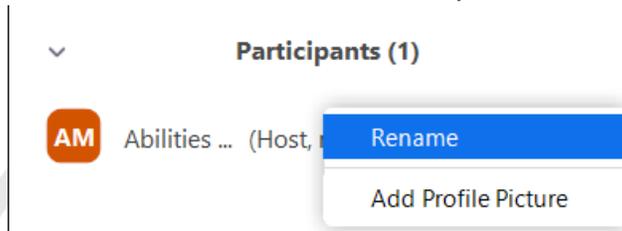Toolbar on computers and tablets:

Toolbar on phones:

Under More on phones you will find:

ONCE IN THE MEETING:

1. Please **rename yourself** in the following format: first & last name, agency

   Computers/tablets: Click on 3 dots in upper right corner of the video of yourself. Choose rename, enter info and push enter.

   Phones:
   Select participants
   Select your phone from the list of participants
   Select rename and enter first & last name, agency
   Select done
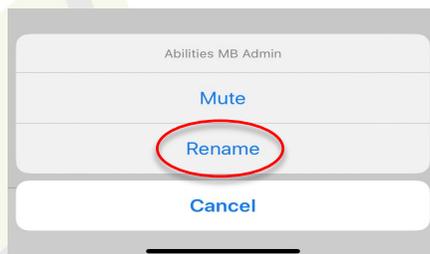
To ensure accurate minutes we will be sending individual chat messages to people to ask them to rename themselves if they haven't. Either you or a host or can rename. If names are not displayed, we will send a private chat message to the attendee and assist them to rename themselves and/or place them back in the waiting room to resolve the issue.

2. Please **turn your video on** so we can see one another. Consider using a virtual background if you are in an environment that you would prefer not to broadcast to others. For more information on how to set this up, click here

3. As you arrive to the meeting **you will be on mute**. You are able to unmute yourself to ask questions. Hosts can also unmute you.
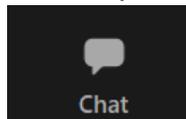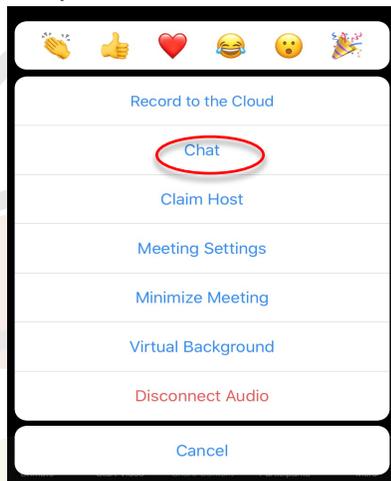On computers, tablet or phone: Left side of the toolbar
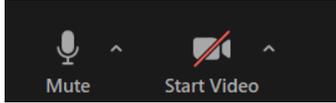
4. **Questions** and comments:
    a. Whenever possible please use chat to say 'I have a question/comment', or by posing your question in chat. This will help the Chair moderate the meeting.
    On computer: middle of the toolbar

On phones: click "More" with three dots

Other options if chat is not possible:
    b. Use the raise your hand function in Zoom.
    Computer/tablets: Click on 3 dots above your name and select raise hand.
    Phones: Select more and select raise hand.
    c. Raise your hand on video

Note: These are less desirable options as there will be multiple screens of attendees and we don't want to miss your question or comment. If you notice someone hasn't been called upon, please assist by sending a message in chat (to everyone) noting who has raised their hand.

5. **Tech Support**: please send a private chat to Leanne Fenez or Jeannie Alexander who will assist you.

DURING THE MEETING:

Abilities Manitoba
agencies supporting people with intellectual disabilities   1146 Waverley Street Unit 5 | Winnipeg MB | R3T 0P4 | abilitiesmanitoba.org | 204.890.6751

Chat function: chat will be used to conduct business in the meeting, so we ask that discussion in chat pertains to the business at hand. Chat can be used to communicate with everyone in the meeting or individual attendees. The chat function will be used to manage questions and discussion in the meeting and to best moderate the meeting. Chat will also be used to gain first and seconders for motions.

Computers/tablets: click on chat in the toolbar at the bottom. The chat window will open and you can view and send individual or group messages using the drop-down menu.

Zoom Group Chat

To: Everyone ˅

Type message here...

Phones: at the bottom of the screen select more. Select chat. The chat window will open and you can view and send individual or group messages using the drop-down menu.
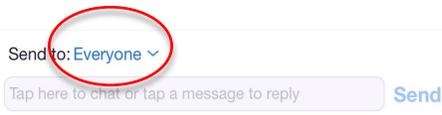
Send to: Everyone ˅

Tap here to chat or tap a message to reply   Send

A copy of the chat discussion will be kept as part of our records for the meeting.

Voting: Each member agency has one vote and voters have been identified in advance.

Motions will be approved using polls in zoom. Here's how it works:

1. A motion will be made on chat or verbally

2. Using the **chat** function, members will be asked to first and second to support the motion by typing 'first' or 'second' in the chat
3. A poll will appear on your screen and designated voters will participate
4. The poll will remain open for 30 seconds and you will see a timer
5. Results will be shared on your screen

REMEMBER: only designated voters participate. If you are not certain if you are the designated voter, send a private chat to Margo or Yolly to find out.

Nominations:

We will be using a poll on zoom to approve the slate as presented or vote in a poll.

Nominations from the floor:

The Chair of the nominating committee will ask members three times if there are nominations from the floor. Nominations will be made using chat. The nominee must be present to agree to have their name stand and to share a short biography. Once the nomination comes from the floor, the nominee can unmute themselves to consent to have their name stand and then provide a short biography to describe:

                 Current role and experience in sector
                 Skill set offered to Board

Why you want to be on the board/work collectively**Is a secret ballot required?**

A secret ballot will be required if the number of nominations to the board exceed the two current vacancies. There are currently two people on the slate. If nominations are received from the floor at the Annual General Meeting members will vote in an anonymous poll.

How would the secret ballot work?

Identified voters will be put in a breakout room by the host. The poll will appear on the screen of those moved to the breakout room. Voters will choose up to 2 nominees and submit their vote. They will have two minutes to complete the voting process and will see a timer at the top of their screen. Once the two minutes is up they will arrive back into the meeting. Voters do not need to do anything to leave or return from the breakout room for the voting process.