

## **Advisory #4- CFUW 2018 Virtual AGM Registration and Additional Details**

This is the fourth Advisory in preparation for the 2018 CFUW Virtual Annual General Meeting (AGM) which will take place electronically on Saturday, June 23, 2018 from 8:30 a.m. to 1:30 p.m. PACIFIC which is 11:30 a.m. to 4:30 p.m. EDT

The webcast will open 30 minutes in advance of the start time in order for participants to get any technical problems sorted out before the meeting starts. Please plan to log on at least 15 minutes in advance.

There will be a recess commencing at 10:30 PACIFIC which is 1:30 EASTERN which will be only for 40 minutes. During this time, voting for elections will take place.

If business is pending at 1:30 p.m. PACIFIC (4:30 EASTERN), a 15 minute recess will be called. It will be followed by a session of no more than 45 minutes.

### **Registration for AGM Closes June 1, 2018**

Registration to be a participant- either voting or non-voting at the AGM closes on June 1, 2018. To register, please go to [this link – www.eventbrite.ca](http://this link – www.eventbrite.ca). Include your name, club, voting or non-voting status. If you are a Board member, RD or Past President, it is not necessary to list your club, only your position.

### **Credentials Form for Voting Delegates: Registration Closes June 1, 2018**

Voting delegates are requested to send their credentials form to Betty Dunlop by June 1, 2018 by email at [fellowships@cfuw.org](mailto:fellowships@cfuw.org) to register.

Click [here](#) for the Club Credentials form

Click [here](#) for the Credentials form for Board members, RDs and Past Presidents

If you have not received an email confirmation receipt within 48 hours of submitting your completed Credentials Form, please contact Betty Dunlop. Tel.: 613-234-8252 ext. 104; Toll Free number: 1-888-220-9606 or send a message to Betty at the above email address.

### **Online Voting**

Only credentialed voting delegates are permitted to vote during the AGM. Each voting member will need access to a computer or laptop in order to vote. On your computer, you will log in to the “Turning Technologies” Website with your voter ID and password (which will be provided on or after June 8<sup>th</sup>). This will mean that voting delegates will have to have a second internet window or browser open on their computers in order to vote on any motions. The link for the webinar and your voting ID will be sent to your email. You will be able to access the links from any computer, whether or not you have registered on that computer, as long as you have access to the email address with

which you registered. The only software required will be Adobe Flash player. Most computers have this installed already, but it may need to be upgraded. See instructions for downloading/upgrading Adobe Flash Player [here](#).

## **Proxy Voting**

If a credentialed voter also has a proxy vote (s), it is necessary to have a separate email account for each voter ID. One email will be used to create the Voter ID for the individual (for example, a RD) and another email would be used to create the Voter ID for the Club on whose behalf she is voting. During the AGM, she would have to have multiple internet tabs open, be logged in to the Turning Technologies website with various usernames and passwords, and ensure that she is clicking between tabs and voting once for each proxy and delegate vote. This is obviously a very complicated process for one individual.

As a result, all Clubs whose Club President is unable to participate in the AGM and carry the Club's vote are being encouraged to find someone within the Club to act as the voting delegate rather than seeking the RD or someone else from outside the Club to carry the Club's proxy vote.

Anyone from the Club can participate in the AGM as the voting delegate as long as she has access to a computer with internet, register online, and she sends in her credentials form. It is hoped that this will increase access and participation of members in all Clubs.

Please remember that for individual voters such as Board members, RDs and Past Presidents, there are no proxy votes. They may not give their vote to another person.

## **Viewing the AGM with a Group of Club Members**

If Club members are viewing with a group, it would be ideal for them to have one computer which is connected to a projector and display it on a wall, screen or bed sheet for the webcast from the Chorus Call website. Another computer or iPad or iPhone for the voting delegate will be necessary for voting purposes. Projectors can be rented or borrowed if you know someone who has access to one. They require specific cables (VGA cable). Another option would be to connect the computer to the television. This can be done with an HDMI cable or, if you have a smart TV, through Bluetooth. If projection is not an option, make sure that the computer screen is visible to the group and ensure that you have speakers for audio.

When registering the group, it is not necessary to list the names of all the members of the group. When a club member signs on to join the AGM on June 23, she will be asked how many people are present in the group. Names are not necessary but numbers are so that we can determine if there is a quorum present.

## **Training and Orientation Sessions**

On June 8, participants will receive a registration confirmation email, a link to the webcast, instructions on how to participate in the meeting and a reminder to sign up for a training session. To register for the training session, email Jenna at [cuvwgen@rogers.com](mailto:cuvwgen@rogers.com) and indicate the date, time, your club name and if you are a voting delegate.

There will be two training sessions offered to voting delegates and they may sign up for the date which is convenient to them. There will also be two sessions offered for those participants who are not voting delegates but wish orientation on how to access the webcast.

The dates for **voting delegates** are:

- June 14 at 12:00pm EST
- June 18 at 4:00 pm EST

Dates for **non-voting participants**:

- June 15 at 12:00 pm EST
- June 19 at 4:00pm EST

After June 8<sup>th</sup> participants will be sent a link from which to access the training session.

## **Previous Advisories**

Advisory #1 may be accessed [here](#).

Advisory #2 may be accessed [here](#).

Advisory #3 may be accessed [here](#).

## **AGM Documentation**

AGM documents will be sent out digitally to members and posted on the CFUW website

## **Questions**

Please contact Jenna Smith at [cuvwgen@rogers.com](mailto:cuvwgen@rogers.com) about any questions.