

## Instructions for Zoom for the AGM

Dear Member

As you know our AGM this year is being held on Zoom and by now most of you are familiar with the workings of a Zoom meeting. However to ensure the AGM runs smoothly the following are a few simple instructions which we would like to you to follow and which will enable everyone to hear what is going on.

You will receive a link for the meeting by e mail a couple of days before. Click on this to take you to the meeting or alternatively enter the ID and Passcode when you open Zoom.

When you enter the meeting you will be muted and will remain so unless requested to unmute by the Chair.

Please take time to check where the location of your Mute/Unmute, chat button and reaction buttons are on your device. **Please don't unmute unless asked** as any sound (dog barking, chat between yourselves etc) is picked up and interrupts the meeting.

You should have submitted any questions on the Agenda items to the Secretary by e mail prior to the meeting. These will be answered as the meeting progresses. If you require further clarification you should use the Chat facility which can be found at the bottom of your screen on a PC but may be elsewhere on a pad or laptop. Click on Chat and type in your question. The Chair will then put the question to the appropriate Committee member.

There will be a need to vote on some Agenda items. For this a voting form will appear on your screen with the proposal and three options, For, Against and Abstain. Click on one option. Unfortunately it is not possible for two people to vote on one device so if you have family membership and are entitled to a second vote and it is different to the first member raise your hand using the reactions button. Under reactions you will have an option of "Raise Hand" – click on this and the Chair will see you raising your hand. Otherwise it will be taken that both family members are voting the same way.

Your patience and compliance with the instructions will be much appreciated.

If you have any problems with the workings of Zoom and would like some assistance please give Peter Anderson a call and he will guide you through the process.

Sara Lloyd  
President

