



## CommunityWise Annual General Meeting 2022 Virtual Meeting Instructions

### Welcome!

CommunityWise will be hosting our second virtual AGM on **Monday, May 31 from 6:30-8pm**. If you're new to Zoom and/or have never participated in a CommunityWise AGM, this handout will provide important information about how to participate and what to expect during the meeting.

### How to Join

- Please follow this Zoom link for direct access to the meeting:  
<https://us06web.zoom.us/j/89463317565?pwd=dUg2bIc3RWFLaTBLT3Fncm1oWVdDZz09>
- If you're asked to enter a password, please enter: **018890**
- If you're experiencing problems with your video or audio, you also have the option of calling in:
  - +1 438 809 7799 Canada
  - +1 587 328 1099 Canada
  - +1 647 374 4685 Canada
  - +1 647 558 0588 Canada
  - +1 778 907 2071 Canada
  - +1 780 666 0144 Canada
  - +1 204 272 7920 Canada
  - Meeting ID: 894 6331 7565
- If you've never used Zoom on your computer before, you'll be prompted to quickly download the software when you click the link. You might want to do this ahead of time to save time!

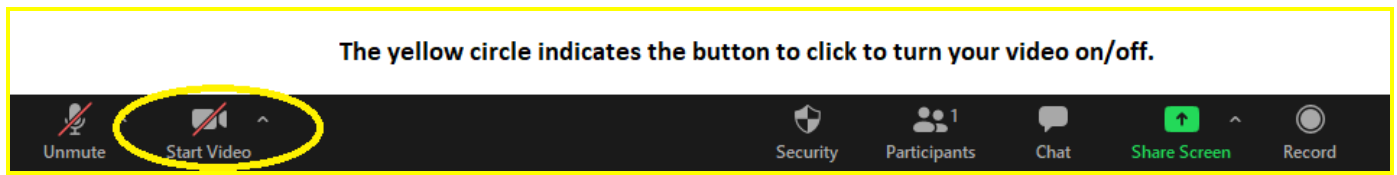
### Registration

When you first join the meeting you'll be placed in a waiting room. **The waiting room will be available starting at 6:00pm** for those who would like to log in early to test out their connection and

troubleshoot any technical issues. Since we'll be renaming people as they enter the waiting room using a standard format, **we request that all attendees join by 6:20pm** to allow enough time for this and to ensure a timely start at 6:30pm. For technical issues, please email: info@communitywise.net.

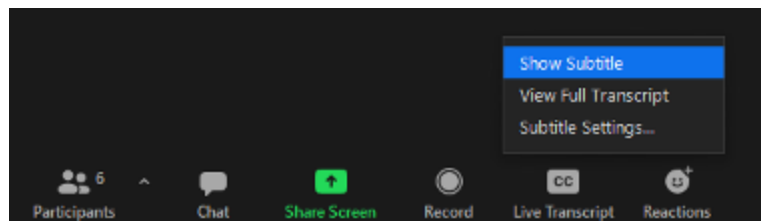
### Camera & Microphone

You'll have the option to leave your camera on or turn it off. We'd love for you to keep your camera on so that we can all see each other face-to-face, but we also know that there are various reasons why you may need to turn your camera off. If we run into issues with connectivity or lagging, we may request that you turn off your cameras. Your microphone, on the other hand, will be put on mute. This will enable everyone to hear the speakers and will cut down on background noise and disruptive sounds during the meeting. The only time you'll be unmuted is during the times for questions. We'll let you know when these times are and ask that you hold your questions until we ask for them.

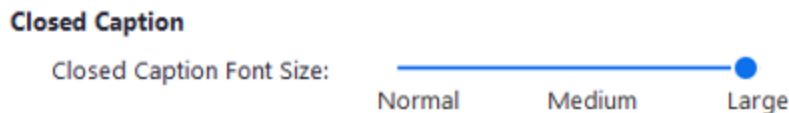


### Live Captions

Automatic live captions will be available for the AGM. If you want to enable this, please hover your mouse over the bottom of the Zoom screen. Click on the "Live Transcript" button, and click on "Show Subtitle."

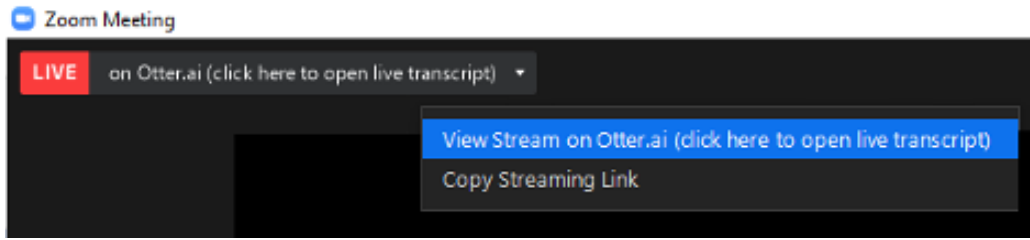


In the same place, you can also click on "Subtitle Settings" and change the size of the caption with the slider.



If you are connected by a smartphone or an iPad, to access the captions, please click on "More" and then click on "View Full Transcript."

Also, on the top left side of the screen, you can click on the red and black button that says "Live Otter.ai" and then click on "View Stream on Otter.ai". This way you can follow the captions on a separate webpage as well.



### Proposal & Voting Process

As per the CommunityWise Bylaws, a consensus process will be used to make decisions. A proposal will be made by one of the MCs and there will then be an opportunity for clarification questions to be asked. Proposals can be passed with 75% approval of voting members in attendance. Only one individual from each member organization in attendance is allowed to vote (the "voting member").

We'll be using the "polling" function when a proposal is made. You'll be given three options: 1) to consent, 2) to oppose, 3) to abstain. Please vote for only one of these options when prompted to do so.

There will be five formal decisions to be made and they are:

- To approve 2022 AGM agenda
- To approve the 2021 AGM minutes
- To accept the 2021 Audited Financial Statements
- To approve the proposed Bylaw amendment
- To elect the board members standing election x 3 polls

### Questions & Comments During the Meeting

Any participant wishing to make a comment or ask a question should type C for comment or Q for question in the chat box when prompted to do so. Comments and questions will be answered in the order that they're received, and the moderators will call on those wishing to speak.

### Post-Meeting Follow-Up

In case you miss anything during the meeting, minutes and the annual report will be sent within a week of the meeting.

### Technical Difficulties

If you have technical questions before the AGM, please contact [info@communitywise.net](mailto:info@communitywise.net) and we'll do our best to assist you.

We look forward to seeing you soon!

-CommunityWise