



# MANITOBA CYCLING ASSOCIATION

## VIRTUAL AGM – FREQUENTLY ASKED QUESTIONS

Last Update: November 17, 2020

### MEETING DETAILS:

Friday, November 20

7pm start

## How will the MCA Virtual AGM work for 2020?

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### 1) PRE-REGISTRATION

All Attendees wishing to either attend the Annual meeting or receive a copy of the meeting recording are asked to pre-register in advance **no later than Thursday, November 19, midnight.**

Exception: Nominees. If you have accepted nomination for one of our Board of Director roles, you have automatically been registered as an attendee. You are registered!

### 2) ZOOM DETAILS

Conference details will be sent to each attendee via email. You will also receive a meeting reminder with Zoom details one hour before the meeting starts. Please do not share the Zoom conference details.

Zoom details will not be public or added to the MCA website.

If you have issues logging in or you cannot find details prior to the call (after 6pm), **please text Jayson: 204-333-5503.** Please provide your name in the text and a brief description of the assistance you need.

**Please log-in 5-10 mins before the meeting starts** so we can sort any technical issues and be ready for a 7pm start.

There will be a brief wait when you do log in. Jayson will be admitting all registrants from the Zoom Conference “Waiting room”.

Once admitted please ensure you are on Mute to avoid any background noise.

### 3) MEETING DOCUMENTS

The meeting documents can be found on the MCA website at this link:

<https://mbcycling.ca/event/manitoba-cycling-association-inc-annual-general-meeting/>

I will also include all supporting documents in email.

During the meeting there will be a power point presentation which will summarize the documents you receive and the motions that need to be approved. Please refer to the attachments sent in email (or posted to the website) for additional background and detail if needed.

#### 4) MOTIONS & VOTING

Please note that you must be a 2020 Member of the Association to be eligible to vote. If you are not a member you are welcome to attend, participate, and ask questions. We hope you will become a member 😊!

There will be four Motions that will require approval from membership.

- Motion #1: Approve Agenda
  - Motion #2: Approve 2019 Meeting Mins
  - Motion #3: Approve Audited Financials
  - Motion #4: Adjourn Meeting
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- The chair will ask for a motion from “the Floor” to Approve the motion. Member can raise their hand to motion or go off-mute to make the motion
  - All Motions required a “second” (Member can raise their hand to motion or go off-mute to second the motion)
  - **POLLING BUTTON:** “Members” will be asked to select either “In favour” or “Apposed” and then “Submit”.
  - If there is opposition to the Motion, a member will unmute or use the Chat for further discussion or comment
  - If all in favour – Motion carried

#### 5) ASKING QUESTIONS: ZOOM CONFERENCE “CHAT” and “HAND RAISE”

A board member will be monitoring Zoom for questions/comments and will interrupt the speaker to raise any questions you pose. You can share your question with “everyone” or message a specific board member “privately”. If additional clarification is needed members can also “Unmute” for further discussion.

#### 6) What Viewing platforms are supported?

Please connect using Microsoft Edge, Google Chrome, or Mozilla Firefox on your computer or mobile device. For the best viewing experience, please ensure that your device and browser are up to date.

If you do not have access to a computer you can attend with Audio only. Audio Members may vote. Please text Jayson at 204-333-5503. Please ensure you provide your name in the text, so Jayson knows who you are.

**Please Note:** Your Annual General Meeting experience may be affected by the speed of your internet connection, the age of your device and other factors. The Annual Meeting site will open at 6:50 p.m. on the day of the meeting; we recommend logging in before 7pm to test your connection.