# IMHA AGM

# June 23rd 8:00pm – 10:00 pm

# Meeting Protocol for Video/Audio Teleconferencing

The IMHA Annual AGM will be held via Zoom. If you are able to participate please PRE-REGISTER as soon as possible by contacting Tichelle at tichelles@outlook.com by June 18, 2020. Anyone who has not pre-registered will not be permitted into the meeting. Those who have registered will receive a link to the meeting on June 23rd.

This is a new experience and new platform for us. There may be some technical issues that come up both before and during the meeting. Your patience while we work through this is greatly appreciated.

On June 23rd, please click on the link BEFORE the start of the meeting. This will ensure that everyone has time to get set up prior to the start of the meeting. There will be a waiting room set up and participants will be let into the meeting based on their pre-registration.

The responsibilities of the participants will be as follows:

Below is information for participantsjoining by video or teleconference:

* For those who not familiar with Zoom, please click on this link for a short video. <https://success.zoom.us/rec/play/6JN7Ju-gqz83HtWdsgSDUf55W9W5L_2s0HMYrqYPxRrnAiVWYVqnYuQbauYOPzMgEPoBJaoW231aKiGG?startTime=1583439735000>
* Try to arrange a private location to protect the confidentiality of discussions
* Please ‘arrive’ on time, or even a few minutes early
* To ensure the best sound & visual quality of an on-line experience, please note the following tips:
	+ Please use your computer and/or laptop if possible (versus cell phone).
	+ Please TURN OFF your call waiting for the entire meeting if you have joined by phone.
	+ Choose “join with computer audio” when prompted.
	+ **Please Mute** your device for the entire meeting until you are called upon to speak. Video should remain on, unless we find that it creates technical issues. If technical issues occur, we will ask all participants to turn-off the video feature. This will provide the optimum bandwidth and web quality required and will help to keep static interference to a minimum.
	+ Please self-identify when speaking.

If you would like to speak or ask a question during the session, please use the raised hand function in Zoom. Please wait for the **Host/Moderator** to acknowledge you before beginning your comments. More general comments may also be entered into the Chat function, recognizing that it may not be possible for all Chat questions to be posed to the speaker. Host/Moderator will be monitoring the Participants and may mute your microphone or stop your video to assist with the flow of the meeting.

Once the Host/Moderator has called upon you to speak, please try to remember to return to the mute function after you have finished. Also, please “lower” your hand after you have finished.

To ensure no one is accidently removed from the meeting because of unexpected technical issues, if you need to leave the meeting early, please use the chat function to inform the moderator.

**VOTING**

Throughout the meeting we will have number of things that will be presented to be voted on

Agenda

Minutes from 2019

Financials

Accepting Board Nominations

The speaker will prompt you for when voting is required. **You will only raise your hand if you OPOSE the motion.** The responses will be tabulated and shared with the group once complete.

**How to use the 'raise hand' feature in Zoom on a computer or mobile device**

1. During a meeting, click on the icon labeled "Participants" at the bottom center of your PC or Mac screen.
2. At the bottom of the window on the right side of the screen (labelled “Participants”), click the button labeled "Raise Hand."
3. Your digital hand is now raised. Lower it by clicking the same button, now labeled "Lower Hand."
4. The same method can be used to raise your hand in a Zoom meeting on a mobile device, simply tap "Raise Hand" at the bottom left corner of the screen. The hand icon will turn blue and the text below it will switch to say "Lower Hand" while your hand is raised.