

Old Conna Golf Club



Annual General Meeting Guidelines

Dear Member

The following guidelines are being provided for the upcoming AGMs which will be held online this year due to Covid restrictions.

For each of the three AGMs, it is intended to use 'Zoom Webinar', which for those of you not familiar with it, is an online meeting and video application. Outlined below are some tips and advice to help you prepare and ensure that you will be able to use your device (PC, Laptop, Mac, Mobile Phone, Tablet) to log on to the meeting. Hopefully, this will get you ready for the two AGMs that are applicable to you (either the Ladies & Parent Club **or** the Men's & Parent Club).

The following may help with your understanding of how the meeting will be run:

- Because you won't be physically present in the room and you won't be able to sign an attendance book, the AGM will be recorded live so that we can accurately log the attendees, along with the registration. It will also allow for verification of votes and will assist with documenting the Minutes of the AGM.
- All the motions for the AGMs, the Report reviewing the year, the Financial Accounts and all other documents required for the AGM will be posted to the document section of the members hub. Click on each of the following three links where you will be able to see them when they are published (1) 2020 Parent Club AGM (2) 2020 **Ladies Club AGM** (3) 2020 **Men's Club AGM**
- When you log on to any of the AGM's the Committee Members, in a socially distanced manner, will appear on screen broadcasting from the Club.
- In previous years at the AGMs you would have picked up paper copies of the Reports and the Financial Accounts etc. as you entered the room. This year all the items are available for you to view on your screen or print at home if you wish. You are advised to have a copy of those reports available to you in case there are any issues with seeing the reports on your screen on the day.
- For each of the two AGMs applicable to you, you will be sent an email from the club, which will contain a link to register for each meeting. You must register before **noon on Thursday 3rd December**. This email from the Club will go to the email address that the club uses for email correspondence to you. Please ensure you fill out this form accurately, as, without a full name and your correct email address, you may not be permitted to enter the meeting.
- When you click on that link in the email, you will be asked to register your details. You will need to register for both meetings.
- You will receive a confirmation email that your form was submitted with your unique link and instructions to join each meeting. On the night of each meeting you will click on the link to access the meeting.
- BE CAREFUL, as this link will only work on ONE DEVICE. Once you click on that link, you must use that same device for the duration of the meeting. For instance, if

you click that link early on your phone, but end up wanting to use your computer the day of the meeting, you will have to connect via your phone.

- Get set up early on the evening of each meeting. Try connecting to the meeting from the device you plan to view and participate ahead of our 7:00 PM start time. Zoom may require that you “sign in” prior to you connecting to the meeting. If so, be sure to use the SAME EMAIL as you did when you initially registered.
- Once you’re all set, you’ll see a message saying that the host has not yet started the meeting, and you have been placed in a “Waiting Room” from where you will be allowed enter the meeting. Please be patient as this may take a little while.
- You do not need to set up a Zoom account to attend this online AGM, but we recommend you do. However, it is important the name you have set up on the device that you are using for this meeting is **your first name and your last name**, as this will help to correctly identify you and record your attendance at the meeting. For example, when using a mobile phone on a Zoom call, it may show the name as ‘John’s iPhone’. In this case, on Zoom you need to change the name to ‘John Smith’
- If you already have a Zoom account, please ensure that your account name (i.e. the name visible in the meeting) is your first name and your last name. **If your name is not complete, or inaccurate, you may not be permitted to enter** the meeting from the “Waiting Room”.
- Please note that as the Club’s Constitution does not allow proxy voting, every AGM attendee must **log onto the AGM from their own separate device**. Two members from the same household, even if they are both members of the club, should not log on together on a single device, as they would then not be able to vote separately.
- Because proper debate with a large group meeting online can be difficult to manage, we will be inviting you to email any questions you may have to admin@oldconna.com by Friday 4th December at 5pm prior to the meeting. This will allow us to speak to the topics that you want covered in the AGM. If you do email a question, please:
 - (a) Note in the subject line whether it’s for the ‘Parent Club AGM’, ‘The Ladies Club AGM’ or ‘The Men’s Club AGM’
 - (b) Make sure they are received by the following deadlines:

Joint Club AGM	by 4 th December 2020 at 5pm
The Ladies Club AGM	by 4 th December 2020 at 5pm
The Men’s Club AGM	by 4 th December 2020 at 5pm
- The 2019 Minutes and reports on the night will be proposed and seconded by Council or committee members, then put to the members to accept.
- Unfortunately, we will not be able to facilitate AOB this year due to the nature of the AGM.
- Anyone not in the “Waiting Room” by 7:00 PM, will not gain access as the webinar will be locked for security reasons.

Troubleshooting

Some common solutions you may want to consider if you are experiencing issues:

Be sure you have access to a strong internet connection – either a strong WiFi network or ethernet. If not, and you are joining from your phone, switch off your WiFi and run on mobile data.

Make sure you ONLY click your webinar link on the device you plan to join the meeting. Zoom authorises the first device you're using that you click on the link.

The recommendation for now is, if you have never been on a Zoom call, try to get onto one over the next few weeks, maybe with a family member or your 'go-to' family IT expert!

Finally, it is planned to have a 'Practice' or test online (Zoom) Meeting. This will allow you to log on and check out how it works, but in a test situation rather than a real meeting. This practice/test meeting will be open to all club members. A link to log onto that practice meeting will be sent to those registered a few days beforehand.

Thank you for your patience as we move through this pandemic together!