



2024 AGM Online Meeting Instructions

Entering the Meeting

- When you join the meeting you will enter a waiting room for security purposes.
- We will admit people once we verify your registration.
- In order to facilitate this process, it would be helpful if you could name/rename yourself with your full name (first and last).
- All participants will be identified by one of the following letters before their name to facilitate the voting process
 - B – Board
 - M – Member
 - G – Guest
 - S – Staff
- All participants will automatically have their video turned on when they join the meeting. Please feel free to turn it off.
- You are welcome to socialize with others until the meeting starts.
- When the meeting starts all participants will be muted.

Questions

- Questions can be asked during planned question periods where questions will be invited.
- To ask a question... send a message in the chat box - you will need to type your message and then hit enter/return/send (This might look different depending on the device you are using).

Voting

- Please note that only COA members may second a motion and vote. If you are uncertain of your membership status, please check for the letter M (Member) or G (Guest) in front of your name.
- To vote, you will need to select from the options presented on the screen (“abstain”, “in favour”, or “opposed”).

Need Help?

- Molly Jones and Danial Leduc would be pleased to help you out if necessary.