

scottishathletics



Annual General Meeting

26th September 2020

10am

Via Zoom

BELIEVE, BELONG, ACHIEVE TOGETHER

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- ALL attendees **MUST** register in advance for the Annual General Meeting.
- To receive registration details, please email Francesca Snitjer at francesca.snitjer@scottishathletics.org.uk notifying her of your intention to attend.
- Voting mandates **must** be received by noon on Friday 25th September.



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francesca.snitjer@scottishathletics.org.uk

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- When you join the meeting, you will initially be placed in the virtual 'Waiting Room'. Delegates will be admitted to the meeting once their registration details have been checked by the Host.
- We ask that you are set up for **09.45am** in order that the meeting can commence at 10am.
- Once you have been admitted to the main room, all participants will be muted.
- Start your audio and video.



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Please wait,
the meeting
host will let
you in soon

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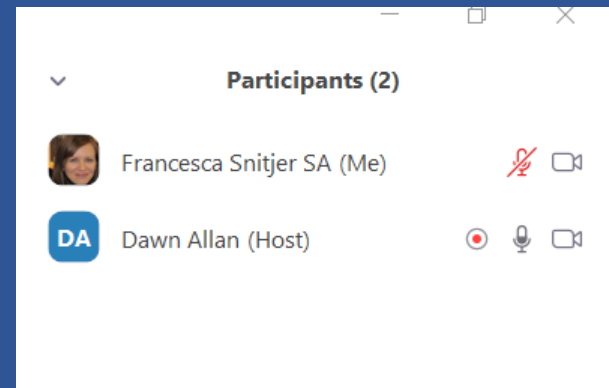
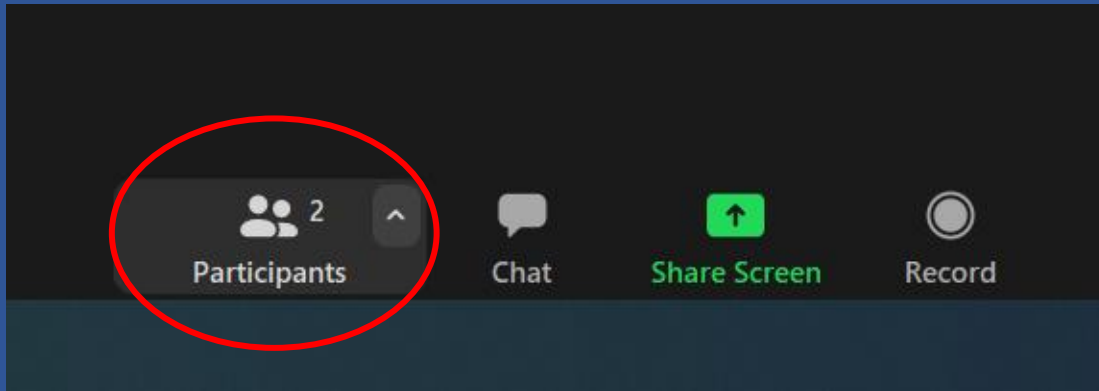




- Under the **Participants Tab**, there is a Raise Hand icon.
- Please use the Raise Hand icon if you wish to ask a **question**. The 'Raise Hand' icon will show up next to your name. We please ask that you keep any questions for when you are invited by the Chair, rather than during the presentations. When you wish to ask a question, you will be unmuted by the Host to allow you to speak.
- You should also use the **Raise Hand** Icon is you wish to **second** a proposal or if you are **otherwise minded** to a proposal, when prompted by the Chair.
- **PLEASE** remember to 'lower hand' after you have asked your question or before the Chair moves on to the next proposal.



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Invite Unmute Me **Raise Hand**

▼ **Participants (2)**

	Francesca Snitjer SA (Me)	  
	Dawn Allan (Host)	  

Invite Unmute Me Lower Hand

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- If a vote is required, then all **non-mandated** delegates will temporarily be 'sent' to a Breakout Room for the duration of the vote. This should not take more than a couple of minutes.
- Once the voting is complete, all **non-mandated** participants will be admitted back to the main room.



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Joining Breakout Rooms...

Breakout Room 1

It might take a few moments.

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Returning to Main Session...

It might take a few moments.

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- If a vote is required, all **mandated** delegates, will be presented with an on-screen poll for voting.
- The poll will detail what the proposal is.
- You will be asked to vote if you are **for** or **against** the proposal and to note how many **votes** your club has.
- The results will then be shared with the participants.





Windows Polls window titled "SA AGM voting in Progress" with a timer at 0:35. The status bar shows "Attendees are now viewing questions" and "1 of 1 (100%) voted".

1. Are you in favour of? (Multiple choice)

yes	(1/1) 100%
no	(0/1) 0%

2. How many votes does your club have?

1	(0) 0%
2	(0) 0%
3	(0) 0%
4	(0) 0%
5	(1) 100%
6	(0) 0%

End Polling

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- Please note that for the purpose of accurate minutes, the meeting will be recorded via Zoom.
- If you have any questions on the procedures, then please contact Francesca Snitjer before noon on the 25th September.
- francesca.snitjer@scottishathletics.org.uk

Thank you!

