Helpful points for virtual AGMs

As it is 'AGM season' we asked a few organisations how they held their AGM and whether they had any advice for organisations who were yet to run theirs:

Platform used: Zoom

Information received from:
2 clubs who had 30-40 members present
A joint HA/HUA who had up to 100 members present

Page 3 has Zoom guidance pulled together by Sidmouth & Ottery HC – please feel free to use this to help you with your AGM if you decide to use Zoom.

What Worked well:
- One member ran the AGM and muted people where appropriate, and another person monitored the chat function.
- HA requested participants to put into the chat function who they were/who they were representing so that they had a full list at the end of the meeting of who attended.

What didn't work so well:
- Some less tech-savy people had trouble working out how to use Zoom but this was only a few.

Voting:
- Club used 'hands' up for voting
- HA sent out a questionnaire prior to the evening to receive votes on most matters through Survey Monkey. This worked well for them as it also allowed voters to put reasons (if they wanted to) for why they were for or against the proposal/s.

Any good advice?:
- Use a password and waiting room so that you are able to control who enters the meeting, this will stop anyone who isn't meant to attend from attending!
- Ask for questions in advance so that you can prepare answers prior to the meeting, this will move the meeting along at a good pace.
- Ensure you have the correct licence for the number of people who need to attend the meeting. HA bought the years licence for up to 100 people at a cost of £140.00. This will then allow then to continue holding their HA meetings for the foreseeable future but also can allow clubs affiliated to them to use it for their club meetings too – well worth the purchase!
- Ensure all who need to attend the meeting know how to use Zoom – even if you have a trial run with them a week or so before, this way on the evening the meeting can start on time.

Of all the organisations that fed back to us, they all reported that by running their AGM via Zoom, they had a much better turn out than they usually would have. They also reported that the AGM ran a lot quicker than usual because of the organisation that was put into it prior to the evening.

Helpful points for virtual AGMs

Platform used: Webex

Information received from a club who had 80+ people attend.

What Worked well:

- As everyone was at their laptop, we could also share the presentations, rather than having a few handouts. This was particularly helpful for the finance update as people could properly see the accounts and budget for next season.

What didn't work so well:

- It was more difficult to have proper debate when there are over 80 people on a call, so we didn't get as much feedback as usual when we do the season review section.
- The voting mechanism also stopped working halfway through, so we had to improvise which was a challenge!

Voting:

- Voting on motions was (we think) more honest as it was anonymous rather than the usual 'hands up' approach when we are in the pub.

Any good advice?:

- Use the screen to full advantage - we showed the agenda, motions etc. it helps keep people engaged
- Have the video on, especially when you are speaking so people can see you.
- Make sure to mute everyone for most of the call, they can unmute themselves when they want to speak but saves background noise
- Use a system to ask for feedback. We would open a topic e.g. feedback on training sessions and then go around Ladies' Captains, Men's Captains, Ladies' members, Committee etc. so that you aren't just opening to a floor of 80 people and no-one says anything! Gives people their opportunity to speak.

Helpful points for virtual AGMs

USING ZOOM for Club AGM (put together by Sidmouth & Ottery HC)

Please do not share the link, meeting ID or password on any public forum including our FACEBOOK pages or share it with any person outside of the Club.

Here are some basic instructions for using ZOOM and the protocols for participation.

1. Joining the meeting

Click on the meeting link: *insert link*

The link, meeting ID and password. Note that you do not need to register for a Zoom account, just click the meeting link.

The meeting ID: *XXXX*   Password: *XXXX*

Zoom may not work on Firefox, it works fine on Chrome or Explorer/Edge. You can also download the app on to a phone or a tablet.

2. Any issues joining or during the call

- If your internet access is not strong, you can turn off the video (bottom left of screen)
- If you cannot join or have other technical issues, please contact *XXXX* at *XXXX*

3. General points

- Please mute yourself (bottom left) unless you are speaking, to reduce background noise
- Don't press 'Share screen' as this will show your screen to everyone
- The button top right enables you to switch between speaker view (large view of speaker, plus a few others very small) or gallery view (everyone shown as equal size).

4. Questions and discussions

- If you have a question or wish to speak during the meeting please use the 'raise hand' function (click on 'participants' at the bottom of the screen, 'raise hand' appears at the bottom of the participant list)
- You will be 'spotted' by the Secretary who will then invite you to speak.
- Once you've spoken, click on 'lower hand'
- Please do not run side conversations using the chat function as it can be distracting to the host.

5. Voting

There are several items on the agenda that require a proposer, seconder and a vote from those present.

In order to make this as simple as possible:

Helpful points for virtual AGMs

1. If the Chair has requested a proposer and a seconder and you would be happy to propose or second the motion, please use the 'raise hand' function and the Secretary will select from those who have raised hands.
2. Voting will essentially be done in reverse, i.e. we will start with abstentions, then any voting against and if we have neither of these, we will carry the motion/proposal without a specific count.
3. If there is a need to do a count, we will work in the same order from abstentions, to against, to for the motion/proposal but will ask you to use the 'raise hand' function when the Chair requests "those abstaining etc." You will be reminded to lower your 'hand' after you have voted, and the Secretary will make sure everyone has done so before the next stage.