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Dear Member,

Felpham Sailing Club (CASC) 2020 Annual General Meeting Zoom guide

Since this year's AGM (6th Dec, 16:00) will be held via Zoom I thought it might be a good idea to give a quick guide to how we will run the meeting and some of the meeting etiquette.

Firstly, all FSC members will be sent a Zoom meeting invitation via email. Please look out for this email. I will send this out a couple of times and advise that it has been sent via Facebook and on the website. If for any reason you don't get the email please message me and I will send it to you.

From the email there will be a link which you can click on and will be taken to Zoom, either in your browser or the Zoom app, if you already have that installed. Please do this a few minutes ahead of the meeting time.

As you join, all participants will be muted by the host, but we can open this up. Please note, if you're not speaking then it is best to remain muted to avoid too much background noise.

Once in the meeting please click on the "Chat" button at the bottom, middle of the screen and type in your name and membership status for yourself and any other members in your household who might also be attending. The following format would be ideal... Guy Mayger – Sailing.
This will help us ensure we have a quorum and know the number of members eligible to vote.

As mentioned in the AGM invitation document, we would welcome and appreciate members questions ahead of the meeting, if possible, in order to help things run as smoothly as possible. However, if you wish to raise a point during the meeting please use the "Chat" button to alert the host and we will bring your question forward or unmute you. The Chat function can be used anonymously, if you so wish. Please press the 3 dots on the bottom right of the Chat screen and select "Host only". Please note the default is "To everyone".

When a vote is required the host will launch a new screen that will appear on our computer/tablet where you can make your voting choice. The information is fed directly back to the host and the results can then be shared with the members in the Zoom meeting.

Our goal is to make this AGM run as smoothly as possible under the current circumstances. To that end, we hope you will find this system works very well, but be understanding if we have any hiccups. If anyone is unsure please get in touch and I can run a test meeting if that is required.

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Commodore

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