



North Shore Bridge Club

ABN 58 564 012 908

14 March, 2022

Q&As for 2022 AGM

Q. With some COVID-19 restrictions still in place how is this year's meeting going to be held?

A. The club's 2022 AGM is set for 10.30am on Saturday 2nd April 2022. It will be held at both a physical venue *and* through the Zoom video conferencing facility. The physical venue will be at our East Lindfield NSBC site (Lindfield Rollers Bowling Club, 2b Carlyle Road, East Lindfield). Please note we do not have any concerns with attendance numbers at East Lindfield. At the time of writing this Q&A document, face masks are not required although members are free to wear them if they choose. To enable as many members the opportunity to be present at the AGM, we are also offering attendance via online technology Zoom. Registration to attend the AGM is required for either physical or online attendance.

Q. How do I register to attend the AGM?

A. All members wishing to attend **MUST** register their attendance prior to the AGM for both face to face and online. The Registration Link is attached to this email and is also below. Please enter it and advise us of your preferred attendance option. Registration needs to be made by Thursday 31st March. Why not register now?

The Link is: <https://forms.gle/Fa1asVCVKg8YJRke6>

Q. I do not have a computer, smartphone or tablet (or I do not feel confident enough to use one) and I do not want to join the AGM in person at EL. How can I participate in the meeting?

A. The technology being used to support remote attendance includes a dial-in option which can be used on a landline or mobile telephone. Instructions on how to do this will be included in the email being sent out in the week before the AGM. If you join the AGM via this method you will be able to hear the proceedings of the meeting but you will obviously not be able to see the proceedings at the physical location. Remember, we still ask that you register your attendance.

Q. On the other hand I am able to use a computer, smartphone or tablet but I've never used Zoom video conferencing before. What do I need to do to connect to the club's AGM through this facility?

A. An email will be sent out to all members who have registered to attend online the week leading up to the AGM. This will include a link/invite to the zoom meeting. (NB. It does not cost to be an attendee on Zoom calls). On the morning of the AGM you should click on the link and easy to follow instructions will appear on your screen on how to progress. If you have never used zoom beforehand then you should click on the link/invite at least 15 minutes beforehand to ensure that your device downloads the appropriate software. Under normal circumstances it will only take an extra minute or two the first time but as technology does not always do what you expect you should give yourself some extra time. In the event that you are unable to connect your device successfully you will still be able to connect via a telephone call (without video obviously).

Q. What is the procedure if I wish to stand for election as an office bearer or committee member of the club?

A. This is easily done. Complete the appropriate Nomination Form, duly proposed and seconded, and email it to Maryann Russett at maryann@tremara.com.au AND to Gary Barwick at garybarwick@outlook.com. Please note that nominations close at 10:30am on Saturday 26th March and that the final list of those standing for election will be forwarded to all members shortly after this time.

Q. Why was I not provided with a proxy voting form for this year's AGM? If there needs to be a ballot for the election of office bearers and/or the committee, how then do I vote for this and any other issues on the agenda?

A. If there are more nominees for any committee role than there are positions then voting will take place electronically prior to the AGM meeting. In this case information will be distributed on how to vote electronically. With Nominations closing at 10:30am Sat 26th March, the proposed process is that online voting, for positions that require voting, will be from 27th March until the 1st April. That way the results will be finalised by the AGM on Sat 2nd April. As all members will have the opportunity to vote electronically there is no need for proxies.

Q. At the AGM we will be voting on proposed changes to the club's constitution. If I am attending by Zoom using my computer or my phone, how will I be able to vote on these proposed changes?

A. The Committee member monitoring the Zoom technology will ensure all members votes for and against the proposed changes will be recorded. This Committee member will be able to view the members faces and actions to record their votes. For those members joining by phone only, the Committee

member will ask them how they are voting and will capture the response on paper.

Q. I am unable to attend the physical meeting in person, so how do I ask a question which would normally be asked from the floor of the AGM within “Any Other Business”?

- A. We are confident that should a member wish to ask a question at the AGM via Zoom, the technology will support this. However, to cater for technological issues on the day, it is recommended that if you have a question you would like answered at the AGM you send your question in writing to Club Secretary Maryann Russett at maryann@tremara.com by Friday 1st April. Answers to pre-submitted questions will be given by the appropriate respondent during the Other Business agenda item of the Meeting.

If you have any other questions, please feel free to contact me by email at maryann@tremara.com.au or by phone at 0412 134 480.

Maryann Russett
Secretary