

NAVIGATING our road to RECOVERY

2020 Virtual Annual General Meeting

Virtual OFA Annual General Meeting Information

We're excited to welcome delegates to 'gather' at our first ever virtual AGM. This guide should help you navigate your way through the technology and steps required in the meeting.

Time and date: Monday, November 23, 8.30 a.m. – 12.30 p.m.
The feed will be live at 8.45 a.m. with the agenda starting at 9 a.m. sharp

How to access the AGM: <https://bit.ly/OFA2020AGM-Members>

How to vote

As a registered voting delegate, you will receive an email from a company called D.O.T.S. (Data on the Spot) several days before the AGM. This email will contain:

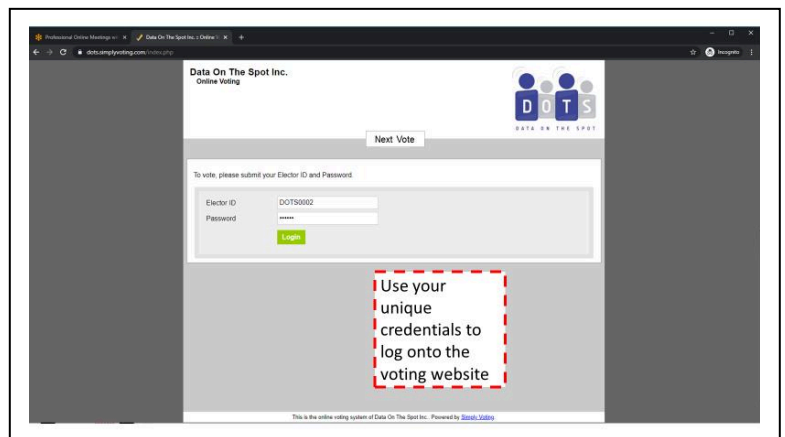
- your Elector ID
- Password
- A web link to the voting page

Note – it is only possible to submit votes for ONE delegate per computer/device. So if delegates are participating in a central location, each delegate needs to be logged into a device with a data connection in order to submit their own votes. This could be another laptop, tablet or mobile phone by logging onto:

<https://ofa.simplyvoting.com/>

If you haven't seen an email to register as a voting delegate contact credentials@dataonthespot.com

Please sign into the voting webpage **prior** to Monday Nov 23rd to assure your credentials work and you can access the voting page. This will allow time to sort out any technical issues before the day of the meeting.



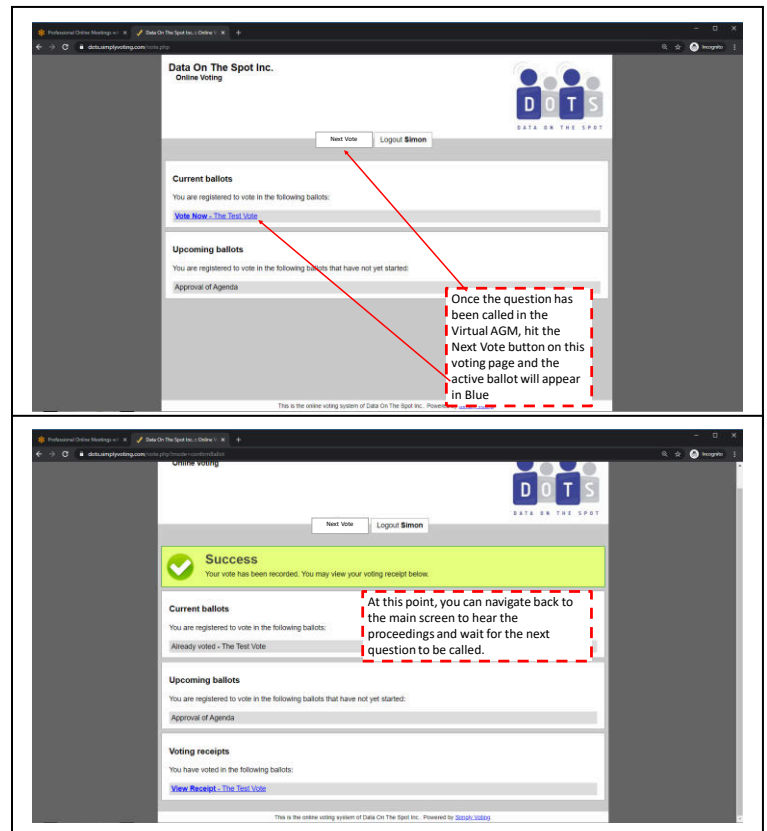
During the AGM

To vote, enter your Elector ID and password in the voting box below the live feed.

You will be directed by the Chair to go to the voting page throughout the meeting.

Once at the voting page:

1. Hit the 'Next Vote' button and the activate ballot will appear in **blue**.
2. Click the **blue ballot** to open it.
3. Choose your option and click continue.
4. Confirm your answer.
5. You will see a **green** success check mark when your answer has been received.
6. A voting window will appear below the live stream
 - Balloting will begin when the question has been called.
 - All votes will be tallied instantaneously, and results shared on screen.



Resolution Process

Resolutions will be handled through a phone-in service (toll free) at **1-866-438-1084**

To move or debate the resolution you will be asked by the resolutions chair to call the number at the appropriate time. If you are a mover or a seconder of a resolution, it's important that you call in when the resolution just prior to yours is introduced, *but not before then*. It takes a few moments to answer your call and label the phone line. We want to ensure you are standing by ready to speak when you are called upon.

Note:

- Before you dial in, please mute the audio on the webcast so you don't introduce background noise into the conference call. Your fellow delegates will thank you for this!
- If you're speaking on more than one resolution please call back in to keep the phone lines clear

When you dial the number, a live operator will ask you to state:

1. Your full name and county
2. What resolution you are calling to speak to

3. Are you speaking for or against the resolution?

You will be put into a queue and when called upon by the resolutions chair you will be able to speak. Please stay on the line during that resolution discussion in case clarification is needed.

Election Process

Nominees running for Director at Large will have their pre-recorded election videos played during the meeting. Nominees will answer questions from the audience via the question box. An OFA staff moderator will ask the questions from the chat to the nominees.

Just like if you were at a microphone in person, you must state your full name and county within the question box. If this information is not entered your question will not be considered by the moderator.

Presentation by Brent Butt

Brent will perform and then will answer questions from delegates. The question box will be available during that time, but to ensure your question is answered, send it in early at communications@ofa.on.ca

Technical difficulties

AV Canada will handle **all** technical difficulty questions by email. This information will be displayed below the live AGM screen at all times during the AGM.

Questions

Q: How will the question box work?

A: You will be able to post comments and questions. To request that your comments be acknowledged you must identify yourself by name and county in the question box.

Q: If my internet connection is poor can I listen by phone instead of watching the video?

A: Yes, please call 1-855-703-8985, Meeting ID: 835 3934 6899. Passcode: 604004

Q: Will the AGM be recorded for viewing later? A: Yes

Q: Can members of the public who are not delegates watch the event?

A: Yes, General public viewing link: <https://bit.ly/OFA2020AGM-Public>

Follow along on social media for updates and highlights and share your posts at **#OFAgm20**
We miss seeing everyone, but we thank you for taking time to meet 'virtually' while we must be apart