



Association of the Chemical Profession of British Columbia

ACPBC AGM by Zoom Instructions

Zoom link and access details are below the instructions.

All documents related to the meeting will be posted prior to the meeting at: <http://pchembc.ca/annual-general-meeting/>.

INSTRUCTIONS

Sign-in: When you follow the link and get the Zoom application running you will be placed in a waiting room. You will be admitted based on your identifying name matching a list of members so please ensure your name is entered on your Zoom profile. This will take some time so please be patient.

Questions: When you enter the meeting, you will be muted. You can unmute to establish we can hear you, but please keep yourself muted except when asking questions. When you wish to ask a question, please use the “waving hand” icon in the responses tab; the Chair will acknowledge you by name, you will unmute yourself, and can ask your question. Please mute your microphone when you have finished asking your question.

Motions: The motions at the meeting require a seconder. Most motions are pro forma – the Chair will move then directly. The Audit committee appointment motion requires someone to make the motion according to text that is set. If you wish to move or second a motion, please indicate your willingness using the “thumbs up” response icon. The Chair will acknowledge your action verbally.

Voting: Voting at the meeting is by anonymous polling. When a motion question is called by the Chair, you will see a screen that asks for your vote. Once you select, remember to send your vote. The poll will run for a minute or so, the votes will be tabulated, and the result posted. The Chair will then move to the next item of business.

The AGM will be recorded. The post-meeting discussion will not be recorded.

ZOOM ACCESS DETAILS FOR AGM & POST AGM DISCUSSION

(3:00 pm to 4:30 pm; sign-in begins at 2:45 pm)

Join Zoom Meeting

<https://uvic.zoom.us/j/88468428714?pwd=Nm1eihzAqaecNWfhy6lmogBmtzHUpc.1>

Meeting ID: 884 6842 8714

Password: 340526

One tap mobile

+16475580588,,88468428714#,,,,0#,,340526# Canada

+17789072071,,88468428714#,,,,0#,,340526# Canada

Dial by your location

+1 647 558 0588 Canada

+1 778 907 2071 Canada

Meeting ID: 884 6842 8714

Password: 340526

Find your local number: <https://uvic.zoom.us/u/kd9QeeQRRU>