



Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia

ABN 13 117 403 648

Website: <http://www.sca.org.au> Email: chair@sca.org.au or secretary@sca.org.au

Annual General Meeting Technology

Sunday 24 May 2020 11:00 AM AEST

The Society for Creative Anachronism Ltd AGM will be held Sunday 24 April 2020 11:00 AM AEST, and will be held via the technology of Zoom meeting functions. The place for this AGM will be defined as including the physical location of each Member participating in the meeting by virtual means.

The SCA Constitution allows for a General Meetings of the Members of the SCA Ltd to be held in whatever format the Board may determine is convenient for the majority of people eligible to attend, with business conducted in any way that the Board determines convenient for the majority of persons eligible to vote.

In light of the current environmental considerations, it is clear that a face-to-face AGM would not be convenient at this time. The Board has considered the alternative of a significant postponement, and given current uncertainties of the months ahead, the Board considers that the needs of the Membership are best met to attend and participate in this AGM via the technology of Zoom meeting functions.

For the purpose of this Annual General Meeting notification, the secondary venue for this AGM will be defined as including all remote locations where Society for Creative Anachronism Ltd Members can access the AGM via the technology as outlined below.

[CLICK HERE](#) to find out about using Zoom and download the app on your computer, or download Zoom onto your iPhone or Android via the app store.

Attending the AGM using Technology

Presentations at the AGM will be given via video, however Member participation via Zoom will be audio only - so please do not turn on your video, but do make sure you can hear. The agenda is being sent to you with this information sheet and it is your responsibility to have the AGM agenda with you so you can track each item being discussed and know when a vote is required.

The Zoom function will be open from 10:15AM AEST to give online attendees a chance to check their connection before the AGM begins at 11:00am AEST.

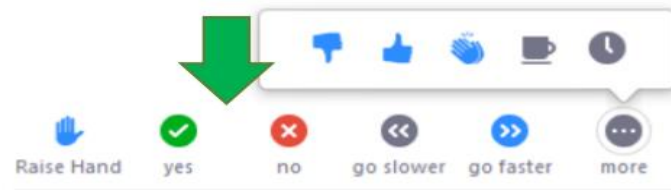
To vote or participate in the AGM using Zoom, you will first need to access the Chat feature within Zoom (see icon below).



The below options panel may appear at the top, bottom or side of your screen depending on what kind of device you are using, but the Chat icon will always look the same.

1. **VOTING:** To vote, you will need to use one of the following depending on the type of vote:

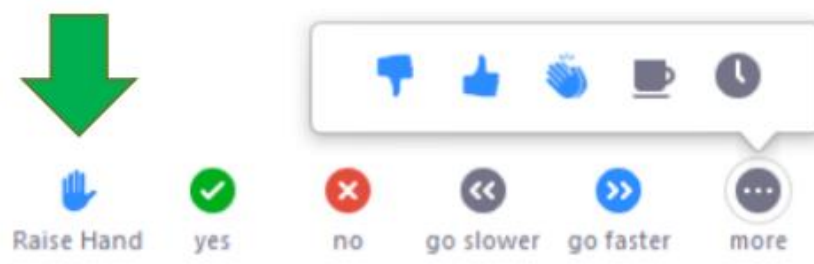
a) For a **Hands up vote**, please use the yes/no facility in the chat box within Zoom (see icons below).



b) For a **Ballot**, please respond to each individual polling question within Zoom, which will appear on your screen looking something like the below image:



2. **ASK A QUESTION OR MAKE A COMMENT:** If you would like to speak during the meeting, please click the **Raise Hand** symbol in the chat box or write your comment/question in the chat box.



3. **TROUBLESHOOTING.** If you have a problem during the meeting and cannot vote, chat or participate: You can write a message to the meeting host using the Chat function within Zoom, or **SMS** to the Secretary on 0404130635. The SCA will make every effort to resolve any problems on the day. We understand that these new processes may cause some inconvenience and we ask for your patience and understanding as we strive to ensure an inclusive Annual General Meeting, despite the challenging circumstances we find ourselves facing.