



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 30 April 2023 – 2:30 PM AEST

The Society for Creative Anachronism Ltd AGM will be held Sunday 30 April 2023 2:30 PM AEST via the technology of Zoom meeting functions.

[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 2:15PM AEST to give online attendees a chance to check their connection before the AGM begins at 2:30pm AEST.

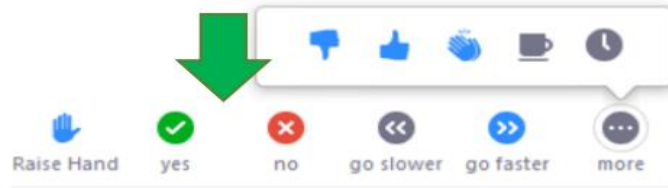
To vote or participate in the AGM using Zoom, you will first need to access the Chat feature within Zoom (see icon below).



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:

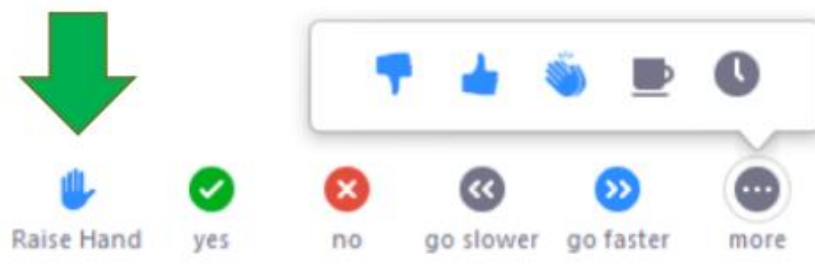
a) For a **Hands up vote**, please use the yes/no facility in the chat box within Zoom (see icons below).



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 0403 332 799. The SCA will make every effort to resolve any problems on the day.