

FOR MEMBER LAKE ASSOCIATIONS: Hosting a digital Annual General Meeting during the 2020 pandemic



FOCA has heard from some of our member Associations, particularly those that are incorporated, with concerns about meeting legal requirements to hold an Annual General Meeting (AGM) this year during restrictions on in-person gatherings.

Provincially or federally incorporated associations have options to postpone their AGM until after the pandemic, or to switch an in-person meeting to a digital format, despite what your by-laws might say on the matter. **For more details, please review the slides from a FOCA webinar presentation with our partners at Borden Ladner Gervais LLP, that was delivered to members on May 6, 2020:**

[Click to watch the full webinar recording](#) (1 hour; online posting requires internet access)

[Click to download the BLG slide presentation](#) (PDF, 1 MB)

IMPORTANT NOTE: *the information in this webinar/slide presentation was current at the time of the event; as the pandemic situation is fluid, details are subject to change at any time.*

If your association plans to host a digital AGM this year, you should also review advice from the **Ontario Non-Profit Network** for tips about hosting virtual meetings:

<https://theonnc.ca/wp-content/uploads/2020/04/Final-Virtual-AGM-Facilitation-Guide.pdf>

Available tools to host digital AGMs:

- 1) **Pay for a teleconference tool.** FOCA members can access a discounted rate from *Genesis Integration* (formerly Audability) to hold teleconferences for only 2.5¢ per minute per participant. To get this special rate: email sales@genint.com or call 1-866-622-2966 and identify yourself as part of FOCA. You will need to complete an application form; if you are asked for a “Business reference” feel free to use FOCA’s name and address, our telephone number 705-749-3622 and email info@foca.on.ca.
- 2) **Use freeware online webinar meeting software.** For example: *Zoom Meetings* has an option that allows users to host up to 100 participants, for up to 40 minutes for free. Advanced services require a paid subscription starting at \$20/month for the main Pro Plan for Meetings, plus Webinar add-on services (that include polling to conduct votes, or to welcome more than 100 attendees) starting at an additional \$53/month. Find information and pricing details here: <https://zoom.us/pricing>
- 3) **Use Facebook Live.** If your lake association already has a Facebook page, you can host a *Facebook Live* event to bring people together. Note that the event will conceivably be visible to anyone on Facebook, unless your Association has a Facebook Closed Group, or you trigger “audience restrictions” options when setting up the event. FOCA has not experimented directly with Facebook Live, but information is available online here: <https://www.facebook.com/facebookmedia/solutions/facebook-live>
- 4) **FOCA may be able to host your AGM on our Zoom Webinar platform, for a service fee.** This option is only available to full Member Associations, and is offered with conditions on a cost-recovery basis. **For more information, see the next page...**

2020 FOCA Member Benefit during the Pandemic: FOCA Hosts your digital Annual General Meeting - **OFFER OVERVIEW**

What are the benefits for our Association?

NOTE: This offer is only available to FOCA Member Associations in good standing.

- FOCA can assist your Association to host your Annual General Meeting by digital webinar (up to 1.5 hours; with up to 500 attendees) this year;
- voting for essential business can be conducted by anonymous polls during the webinar;
- attendance can be restricted to approved voting members of your association.

What are the costs?

To recover I.T. and staff costs, FOCA is offering this option to Member Associations on a **one-time basis for a single charge of \$100**. This charge can be Invoiced and paid by Association cheque or personal credit card payment, via the FOCA office (705-749-3622 or contact info@foca.on.ca – please do NOT send credit card details by email).

What are the conditions?

- this offer is available on a “first-come-first-served” basis to all full FOCA Member Associations in good standing, subject to the limited availability of FOCA staff;
- preference will be given to meetings that can be scheduled during **regular business hours from 9am to 4pm, Monday to Friday**;
- an association representative must approve and sign off on the stipulations on the accompanying Application Form (see below & next page).

We're interested. What does our association need to do next?

- Complete the Application Form below, and on the next page.
- Email the completed, saved form to info@foca.on.ca.

2020 FOCA Member Benefit during the Pandemic: FOCA Hosts your digital Annual General Meeting - **APPLICATION FORM**

Association Name: _____

Main Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Select “yes” (delete “no”) below, to indicate acceptance of each of the following conditions:

Total webinar length will be not more than 1.5 hours total, including:

- **[Yes/No]** - 10 minutes – FOCA slide presentation: FOCA backgrounder and updates
- **[Yes/No]** - up to 1 hour Association Annual General Meeting time
 - including votes on business items, by anonymous poll feature
 - including time for your members to ask questions
- **[Yes/No]** - optional (within time constraints): 10-20 minutes of additional topical videos available from FOCA – as specified on the next page.

Indicate (type in) your preferred Event DATE(S) and TIME(S) - subject to FOCA availability:

Preferred AGM date(s): _____ or _____

Preferred start time: _____

...FOCA Hosts your digital AGM: Application Page 2

Our Association agrees to provide, no later than 48 hours prior to the event time, the following to FOCA, by email to info@foca.on.ca:

- [Yes/No] - confirmation that **Notice of Meeting including BUSINESS TO BE CONDUCTED** was circulated to your members, on the appropriate date stipulated by your by-laws
- [Yes/No] - final wording for **all Motions/Business to be conducted during the AGM**, as described in your Notice of Meeting (above)
- [Yes/No] – the name and primary email address of the “**event host**” for the **Association AGM**, who will make themselves available to do a **webinar test with FOCA** at least 24 hours prior to the event time.
- [Yes/No] – **any slides** that need to be shared during the AGM will be forwarded by email to info@foca.on.ca at least 24 hours prior to the event time.
- [Yes/No] – the names, email addresses & vote status of all the members who are entitled to attend/vote in your AGM. Webinar registration will be restricted to these names/emails.
- [Yes/No] – in accordance with Canadian Anti-Spam Legislation, you agree that FOCA will manage the names/email addresses of your members according to [our privacy policy](#), and will not reveal/release to any third parties this information, but FOCA may follow-up by direct email to event registrants with an offer to join the FOCA e-newsletter (Elert) subscription list.

Please indicate which (if any) of the following **FOCA videos** you would like to have played after the business/voting portion of your AGM (subject to time constraints):

- [Yes/No] – [Safe at the Lake](#): Pandemic tips (FOCA & Peterbor. Public Health; 16 min.)
- [Yes/No] – [Septic Systems](#): Parts, maintenance (FOCA & PPH; 10 min.)
- [Yes/No] – [About the Lake Partner Program](#): An overview (FOCA; 5 minutes)
- [Yes/No] – [Lake Associations in Action!](#) Their role in rural Ontario (FOCA; 2 min.)
- *Other topics: Algae blooms, Citizen science, Climate change, campfire safety...*

Indicate (type in) historical attendance figures & your Association membership size:

Approximate # of total properties in the area: _____

Approximate total Association membership last year: _____

Usual # of attendees at the AGM event, when in-person: _____

Quorum for your AGM, according to your by-laws (if applicable): _____

Does your AGM event traditionally include more than just business voting? If so, please explain:

Other Comments or Questions?: _____

Thank you! Please return this completed, saved document to the attention of: info@foca.on.ca

Deanna Panitz, **FOCA Programs/Membership Coordinator**, Federation of Ontario Cottagers' Associations, Inc., #201 - 159 King Street, Peterborough, ON K9J 2R8
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