



CAPITAL CITY TRACK CLUB ANNUAL GENERAL MEETING 2020 Agenda

Sunday November 1, 2020

Waiting room opens at 6:45 PM

Meeting: 7:00 PM – 9:00 PM

Location: Held online via Zoom (instructions below)

AGENDA

1. Call to Order
2. Adoption of the Agenda
3. Approval of the Minutes from the 2019 AGM
4. President's Report
5. VP Report
6. Treasurer's Report
 - Financial Report
 - Review of 2019 financial statements and adoption of financial statements
7. Reports
 - Coaches
 - Membership
8. Approval of Reports
9. General Business
10. Elections
 - Secretary/Treasurer
 - Directors at Large (2)
11. Closing remarks / Adjournment



CAPITAL CITY TRACK CLUB – ANNUAL GENERAL MEETING

Capital City is inviting you to a scheduled Zoom meeting.

Topic: Capital City Track Club AGM

Time: November 1, 2020 07:00 PM (room opens at 6:45 PM)

Join Zoom Meeting

<https://us02web.zoom.us/j/82290031681?pwd=MHcxV3FSaEpKM3FuOFZyQlhrVlFkQT09>

Meeting ID: 822 9003 1681

Passcode: 462604

One tap mobile

+17789072071,,82290031681#,,,,,0#,,462604# Canada

+12042727920,,82290031681#,,,,,0#,,462604# Canada

Dial by your location

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

Meeting ID: 822 9003 1681

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Find your local number: <https://us02web.zoom.us/j/82290031681?pwd=MHcxV3FSaEpKM3FuOFZyQlhrVlFkQT09>



CAPITAL CITY TRACK CLUB Zoom Session Instructions

Before Joining

- Close unneeded applications on your computer to keep the video functioning well.
- Consider using a headset with an external mic for better hearing and speaking functionality.

During the Meeting

Identify Yourself





- Fill out your name in Zoom to make it easier to be identified and interacted with.
 - Click “Participants” at the bottom of the screen. It will open a list of active people in the meeting.
 - Right click on your name, select “Rename”, and type in your name.
- When speaking, (re)introduce yourself; let others know that you are finished by saying something like, “that’s all” or “I’m done” or “thank you”.

Joining a Meeting

- Choose a space with as few distractions as possible.
- Be sure to mute your mic when you sign in and when you are not talking.
 - Select mic icon at the lower left corner of your screen.
- You can also mute your video if you are eating, talking to someone else in the room, or anything that may be distracting to others.
 - Select camera icon at the lower left corner of your screen.
- You can see control the display of participants. Click gallery view in the top right hand corner to see all of them or swipe screen on your phone. Depending on your screen, you may not be able to view everyone on one screen.
- Check out this video for “how to join a meeting” from Zoom
https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1



Communicating

- If you want to speak, open the participant’s icon and select the “raise hand” feature at the bottom of that window. 
- Ask questions and make comments silently, if desired, by using the “chat” box
 - Select “chat” icon on your screen and type in your comment and question. 
 - You can select who sees the comment using the dropdown menu in the chat box – either everyone or select someone in the room to chat “privately”.
- Share your feelings with the “reactions” icon – either a clapping hand or thumbs up  



Leaving the Meeting

- If you need to leave the meeting early, **please leave a comment** in the chat box about something you are taking away or have learned or found helpful in the meeting.

Who to contact if you are having trouble

Contact Cheryl at cherylchetkiewicz@gmail.com or text 780-860-5130 if you have trouble logging in.