



Athletics Ireland AGM

The Annual General Meeting of the Members will be held virtually via Zoom on Wednesday the 15th July 2020 at 7pm. We advise all delegates to be logged onto the zoom call by 6-45pm to ensure we can start the AGM promptly at 7pm.

Please note Secretaries **must** provide a current Delegates email address in order that they can receive the link to virtually attend the AGM and vote via Zoom. Please ensure the accuracy of the email addresses and numbers prior to submitting to the AI office. Under these exceptional circumstances of the virtual AGM, changes of contact details or delegates can be made prior to the AGM up to close of business on the 14th July 2020 by sending to deirdremarley@athleticsireland.ie

Gerry Dunne our legal advisor will personally attend the offices of Athletics Ireland to oversee and scrutinize the integrity of the virtual vote and virtual process with the President, Deputy President, Chair of Finance & Risk, CEO (non-voting) and Director of Finance (non-voting) on the evening of the 15th July 2020. Note Honorary Life Vice Presidents are also invited to attend. The AGM will be recorded, and Kieron Stout will minute the meeting.

We ask all delegates not to share the Zoom link to the AGM once it is issued as this will ensure only voting delegates can attend the initial voting component of the AGM. After the vote has concluded the AGM will be opened to non-voting delegates via a live link on our website. Note all votes are confidential.

We also ask all delegates to change their name to the County or Province they represent followed by their name e.g. Dublin John Smith (details below on how to change your Zoom Display name).

A limited number of delegate questions may be facilitated via the Chat option during the AGM.

AGM Agenda

7pm President's Welcome

7:10pm Roll Call of Delegates

7:20pm Special Board Resolution Discussion & Vote

Break for Board to consider Congress adjournment if special resolution has passed

7:45pm President's Address

8:00pm Minutes AGM 2019

8:15pm Auditors Report

8:30pm Financial Report

8:45pm CEO Update

9:00pm President to close

How to join Zoom Meeting

- Athletics Ireland will email you with a link and password to access the AGM via Zoom.
- You will be prompted to download and install Zoom when you click a join link
- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting. This will also be included in the email.
- You can see how this will look via the images below.
- (Those delegates not taking part in the initial voting component of the AGM will be able to access the AGM via a live link on our website once the vote is complete)



3. Enter the **meeting ID** number and your display name.

- If you're signed in, change your name if you don't want your **default name** to appear.
- If you're not signed in, enter a display name.

Join a Meeting

Meeting ID or Personal Link Name ▼

Grant MacLaren

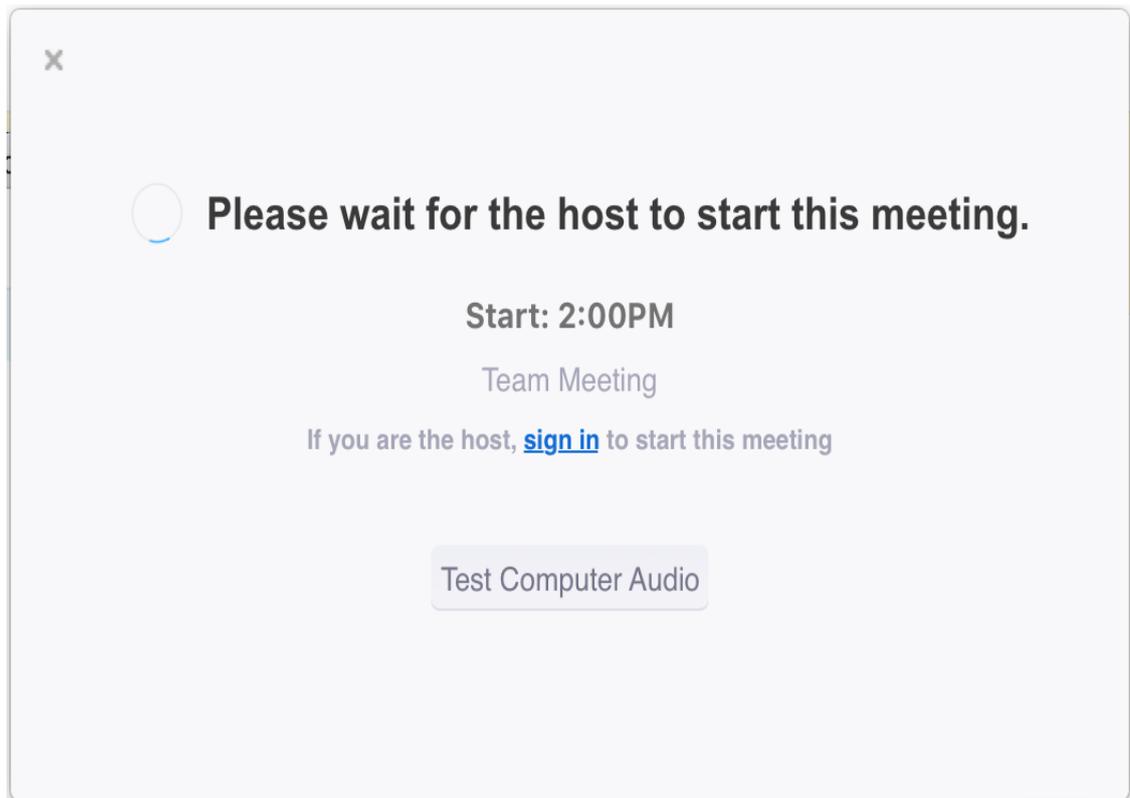
- Do not connect to audio
- Turn off my video

Join

Cancel

4. Select if you would like to connect audio and/or video and click **Join**.

- Once the platform is launched you will see the following screen appear. This is the waiting screen; this will be shown until the organisers start the webinar on their end. You will join the webinar on mute.

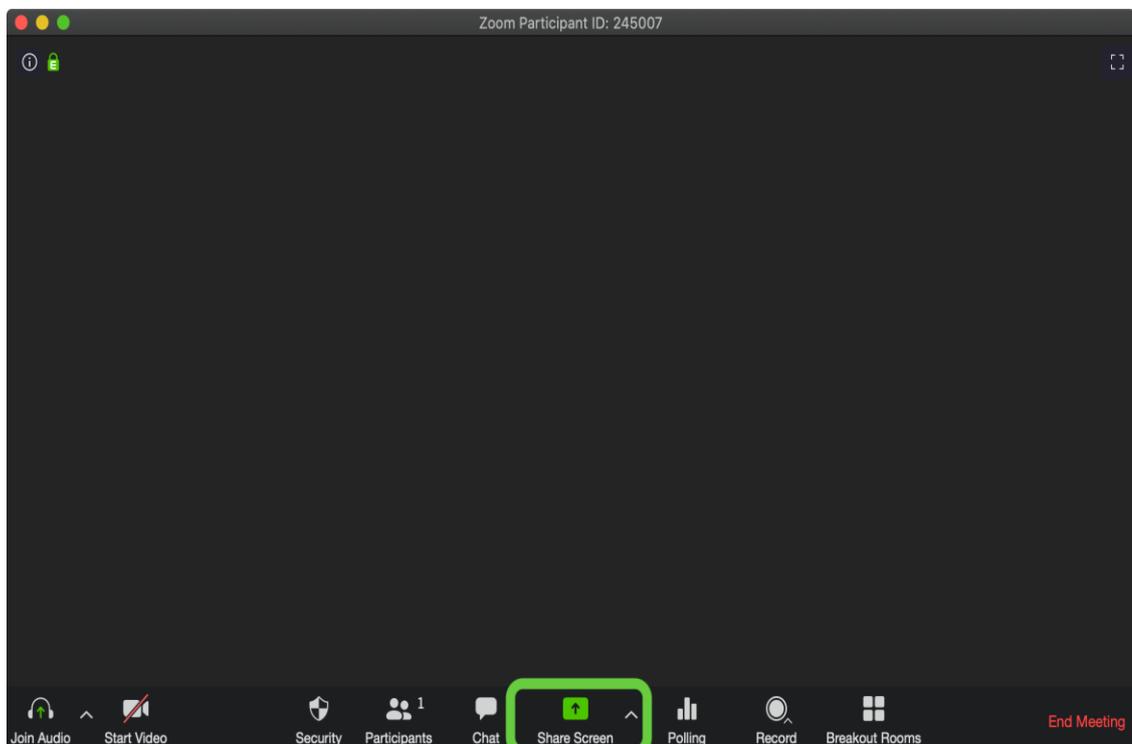


- Our advice would be to use a desktop/laptop, **if using on a tablet, iPad, phone etc. you will need to download the Zoom app in advance from the relevant app store.**
- If you do choose to download the app and use it on your phone, tablet etc. please be aware that the screen may appear slightly different to the images shown above.

If using on a phone, tablet etc. there are a few buttons which are important to note.

Buttons Explained:

- **End/Leave Meeting Button:** this is the exit symbol and if you press it, you will leave the meeting.
- **Participants Button:** This button will show you who is currently logged in.
- **Chat Button:** To ask a question you can type and send a question using the chat box.
- **Polling Button:** This button will show you the results of the vote once it has been completed and verified by the host
- **Mute/Audio button:** Please note that your audio should always be muted when you are not speaking. If you click the button again it will turn off the mute function and the audience will be able to hear you speak.
- **Start Video Button:** This button will turn on the video on your pc, laptop, or mobile device so as people can see you. You are not required to turn this on.

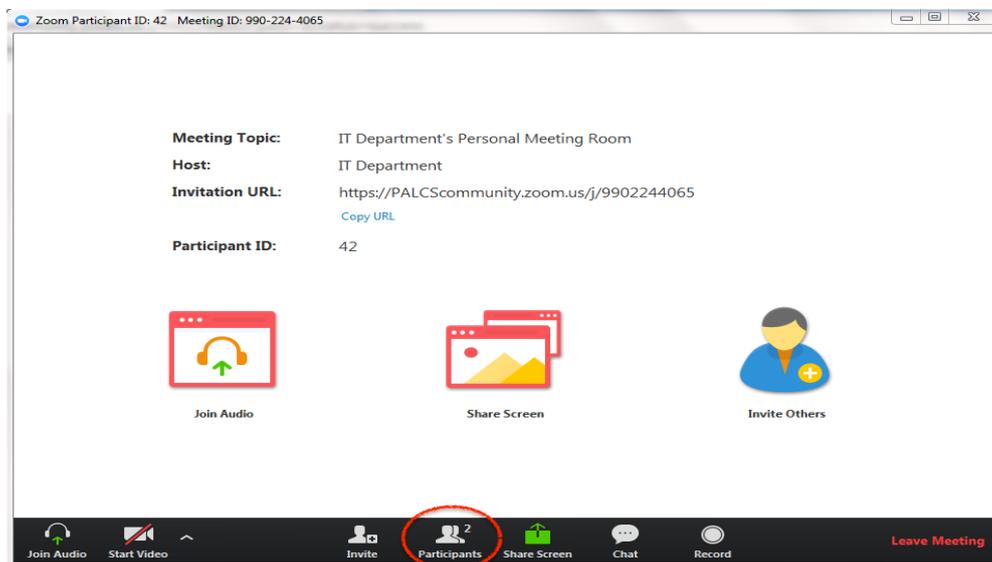


Changing your display name on Zoom:

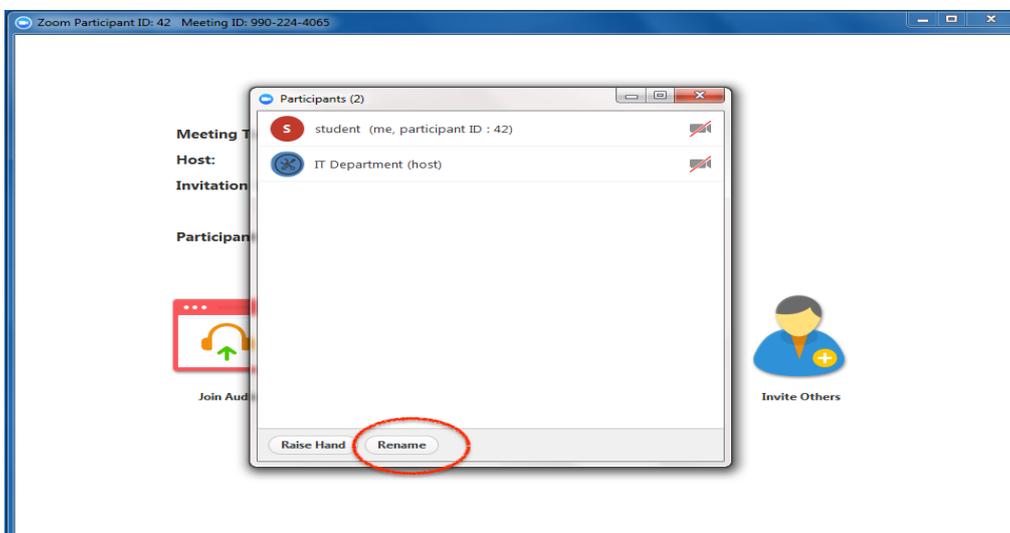
We ask all delegates to change their name to the County or Province they represent followed by their name e.g. Dublin John Smith (details below on how to change your Zoom Display name).

To change a display name, you should follow the steps below:

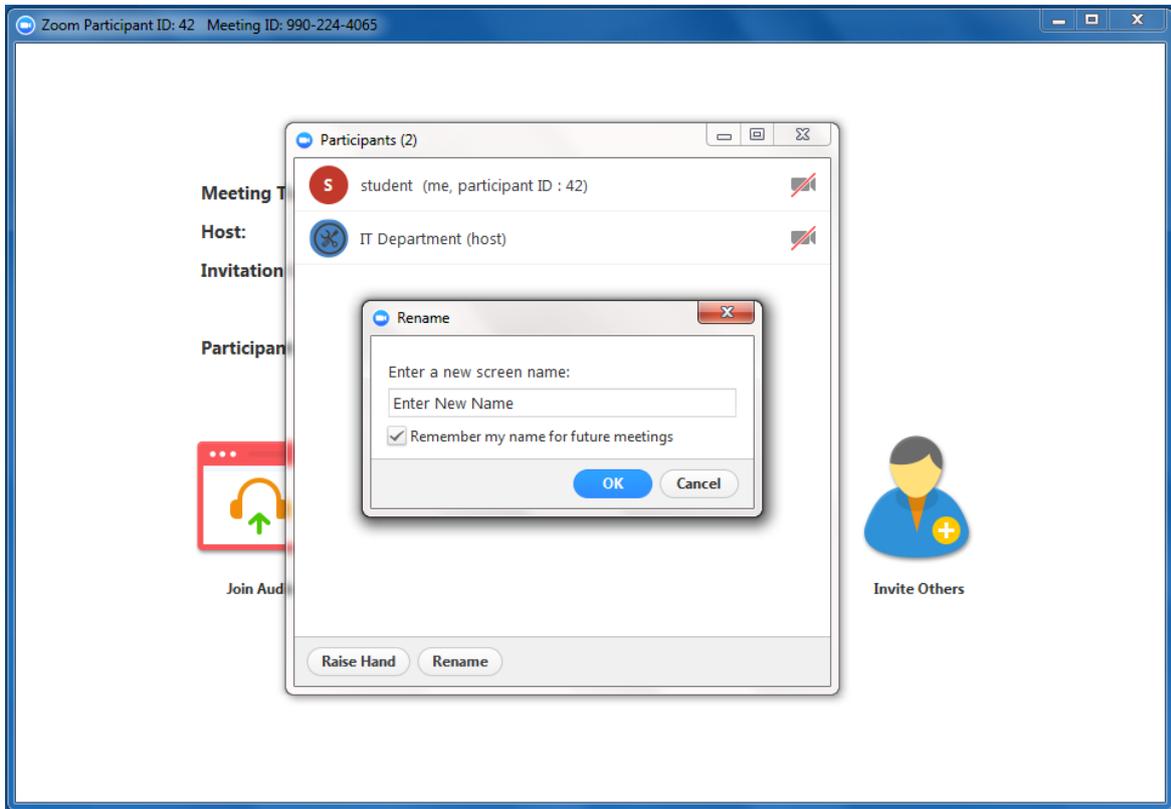
1. From the Zoom Room click on the "Participants" icon at the bottom of the window (shown circled below).



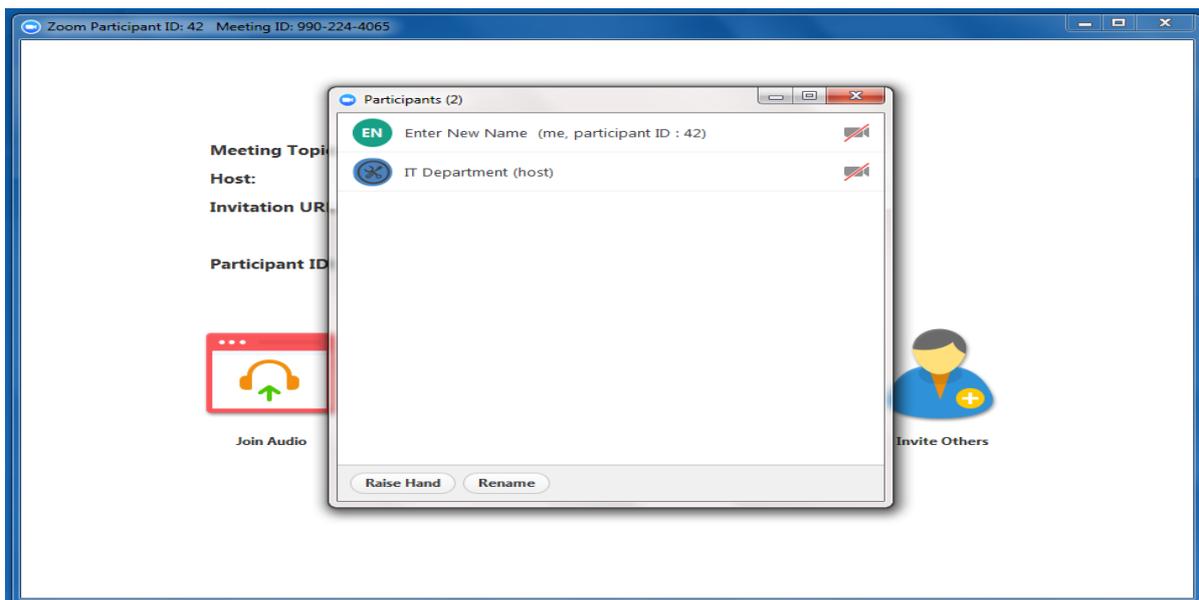
2. A Participants window will appear. Click the "Rename" button (shown circled below).



3. Enter your new name in the "New Screen Name" field.



4. After clicking the blue "OK" button, your new name will appear.

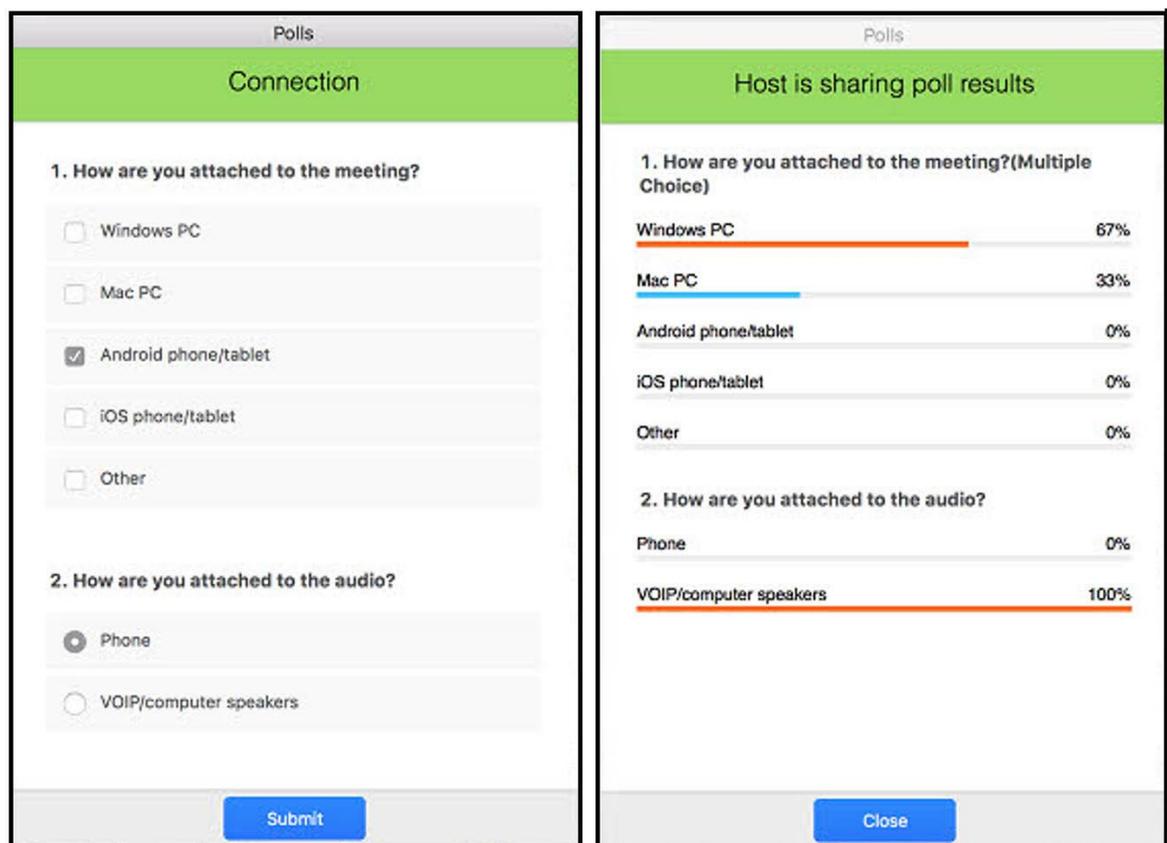


Placing your Vote via Zoom:

During the virtual AGM you will be prompted to place your vote via a poll. Only eligible delegates will be asked to vote and a register of voters on the call will be taken.

The voting poll will pop up on your screen as a notification with a set time to submit your vote. Results of the vote will be revealed by the host shortly after the time has elapsed.

The polling screen and result screen which will automatically pop up will look similar to the image shown below:



Polls

Connection

1. How are you attached to the meeting?

Windows PC

Mac PC

Android phone/tablet

iOS phone/tablet

Other

2. How are you attached to the audio?

Phone

VOIP/computer speakers

Submit

Polls

Host is sharing poll results

1. How are you attached to the meeting?(Multiple Choice)

Windows PC	67%
Mac PC	33%
Android phone/tablet	0%
iOS phone/tablet	0%
Other	0%

2. How are you attached to the audio?

Phone	0%
VOIP/computer speakers	100%

Close