**Guidance for running a Virtual AGM part 1.**
**This table is a culmination of information gathered during this time of lock down. We have reviewed requests from U3As to the National Advice Team, the actual experiences of some U3As who have successfully run virtual AGMs and the experience and knowledge of our U3A Trust volunteers who are training committees, group leaders and members on using Zoom and running meetings. Members are trying out different ways to conduct AGMs during these unprecedented times and the Charity Commission is currently providing charities with flexibility to run them virtually whilst keeping closely to the requirements of their constitutions. The following is guidance on some methods you could adopt.**

**Suggested process and considerations:**

| Timing | Action required | Notes |
|---|---|---|
| **Advance Business preparations** | Hold a virtual committee meeting to agree (minute) and plan the AGM format, establish a planning team, formally noting the dates and intention to hold your AGM virtually due to Covid-19 restrictions and the methodology to be followed. For example: voting could include postal, on-line and proxy options prior to the meeting to accommodate larger U3As and for those unable to attend a virtual AGM. <br> (*See appendix 1 Guidance for online voting ahead of a large meeting*) | Consider and record how you intend to ensure all members receive the required notifications and are able to raise questions in advance of the meeting and to cast their votes. |
| | Prepare papers to be sent with the Notice of AGM as prescribed by your constitution including: 1. Date, time and registration method.  2. Annual Statement of Accounts and appointment of independent examiner.  3. Chairs Report.  4. Particulars of any resolutions to be addressed.  5. Election or re-election of trustees.  (appendix 2. sample document) | Consider if it will be necessary to invite members to submit any questions when the notice and agenda papers are sent out? |
| | Agree with your AGM planning team the agenda for the day and the various responsibilities of members for example to:- send out notices, collate returned voting forms, respond to queries, prepare content for the meeting and prepare mailing and postal arrangements. | You are advised to have a small team to support with these preparations |
| | Send out AGM notice and documents on-line with an on-line voting link <br> Allow plenty of lead time for postal voters as they may require more time to return votes | For postal votes provide SAE for those without email accounts to return their voting forms |
| | Respond to member enquiries, record relevant questions for meeting and collate returned postal voting forms and online votes. Prepare excel table of these returns. *(see appendix 4)* | |

| Guidance for running a Virtual AGM part 2. | | |
|---|---|---|
| **Advance Zoom preparations** | - It is worth having a go with the free version of Zoom before you obtain a Zoom Pro licence, you may also need to consider if you need a 'large meeting add on' to increase your capacity for 500 or 1000 participants.<br>- Consider appointing alternate hosts and a co-host to facilitate the delivery of the meeting and assign them with responsibilities eg admitting people, watching for raised hands, unmuting questions from the floor etc again you need to have the pro licence to do this. | Some U3As have run advance tutorials for members unfamiliar with using Zoom. Zoom website has options for testing it use at: https://zoom.us/test |
|  | Share log-in details and instruction information to participants informing members of the format for the meeting and voting.  You could consider accepting postal and on-line votes before the meeting from those who won't attend via zoom. *(See appendix 1&4 for guidance in creating online forms and sharing information in excel)* | Only paid up members (those who have renewed) will be sent log-in details for AGM |
| **Before Zoom AGM Meeting** | Once you have agreed the agenda, format, and assigned roles to your team, preparations for the actual meeting would include:<br>- The option "Participant Video Off" will be chosen when setting up the meeting<br>- The option "Participant Audio Off" will be chosen when starting the meeting<br>- The option for participants to unmute themselves will be off<br>- The Waiting Room option will be turned on<br>- Polls will be created for the items on which a vote is required | Best to create any polls in advance of the meeting based on the business of the meeting and in line with any postal or online voting you may have had before the meeting. |
| **During the Zoom Meeting** | - Have a welcome slide to show as people are admitted into the meeting waiting room<br>- During the meeting people can raise their (electronic) hand or use the chat function to ask questions if you wish<br>- At the end of the meeting you consider allowing people to un-mute and turn on their cameras for a social chat | |
| **After the Meeting** | Run the polling reports to provide an audit trail | |
| **Other Considerations** | - Polling by Zoom will only allow 1 vote per attendee, if a household of 2 members there may need to be a second poll<br>- Members without internet will need to be given the option to vote by post<br>- The lead time for issuing and returning postal votes could be considerable<br>- An alternate host could be configured to ensure that the meeting can go ahead if the original host is unwell or has connectivity problems | |

# U3A

Running Virtual AGMs

## Appendix of Additional Resources:

**1. Creating Forms; 2. PowerPoint Tricks; 3. Work and Excel tricks; 4. Excel and Proxy Voting**

### 1. Creating Forms

How to create a google
form   https://docs.google.com/presentation/d/1U1aXYvtn1KOPyNQT12M3vZ8jXBPEeqf2ww9hapQ15E4/edit?usp=sharing

How to share a google form with users   https://docs.google.com/presentation/d/12Ahd9Qg-YB1seRCarwZ8mKI1kzlKzQC1BuYjknUIJ3U/edit?usp=sharing

Customisable Voting delegate's form   https://forms.gle/w6TaXhvu29DDoQXM9

Customisable nomination to committee
form   https://docs.google.com/forms/d/1mrJov8uX2uS3wUSDZGIlZ50muMByoDTzeajcwT09320/edit?usp=sharing
dditional resources:-

### 2. PowerPoint tricks

Normally when you do a PowerPoint slideshow you use full screen mode, however this makes it difficult to do screen share switching. Instead change the set up to "Browsed by an individual (window)" as shown below.
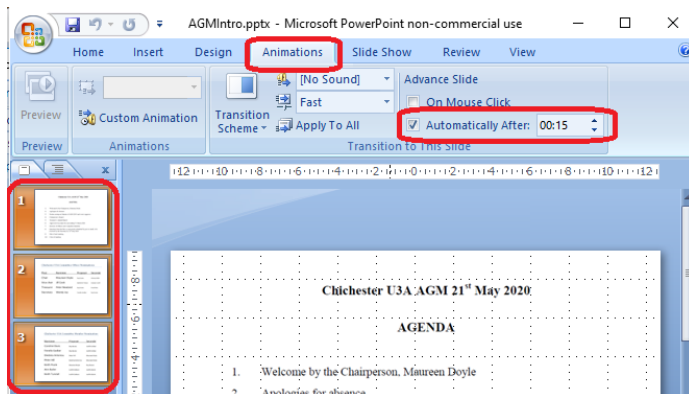
Running Virtual AGMs
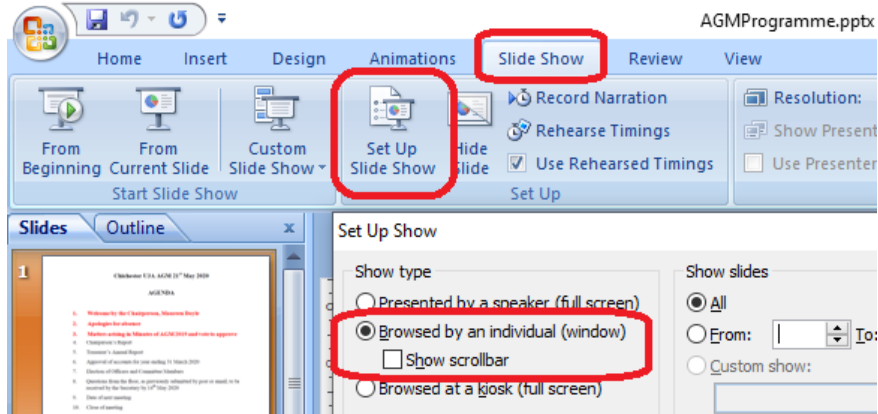


You will hardly notice the difference to the display, but the advantage is that you can set the slideshow going in advance so that when you begin the screen share you can choose the window directly, and if you switch to another screen share (eg Excel or Word) you can leave the slideshow running. Later you can simply return to it and move on to the next slide.

(Note that PowerPoint won't let you have 2 separate slideshows going simultaneously, so this wrinkle didn't help me to switch from the auto-scrolling show to the main slideshow the first time round! You can't win them all.)

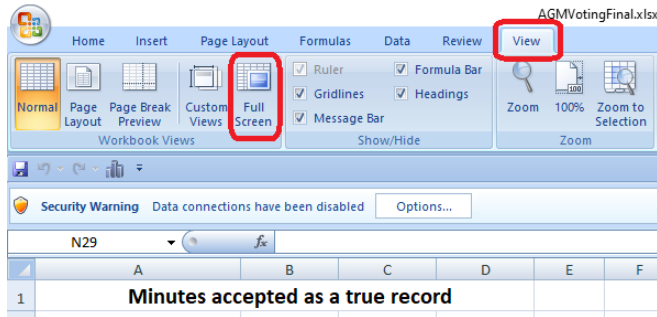If you do want to **set up an auto-scrolling presentation** here's how you do it:



Select all the slides you want to scroll through, and the pause time.

### 3. Excel/Word tricks

There is a lot of clutter at the top of an Excel or Word screen – the tool bar and command ribbon – distracting for a presentation. Instead you can select a full screen mode as follows:



This gives a much cleaner display:



Like the PowerPoint "Browse in Window" mode the Excel spreadsheet or Word document can be started in this mode in advance making it easy to start the screen share. It is also straight forward to switch screen share between running Word, Excel and PowerPoint presentations when they are in these modes.

## 4. Excel and Proxy Voting

If the spreadsheet is set up properly in advance it is a simple matter to merge a live Zoom poll result with the pre-processed proxy totals. In this example it is only necessary to copy over the figures from the Zoom poll and type them into the waiting cells (B6, C6 and D6). The final totals will adjust automatically using the following formulae:

- In cell B8:       **=SUM(B4:B6)**
  - This formula responds immediately a value is typed into cell B6.
- In cell B4:       **=COUNTIF('Raw Online Poll'!D2:D101, "*Agree")**
  - This formula counts the number of occurrences of "Agree" in the cells of column D on the Raw Online Poll sheet.