



FNFA AGM 2021: Zoom Meeting Guide

July 22nd, 2021 at 9:00am PST

Due to COVID-19, the First Nations Finance Authority will be performing our 14th Annual General Meeting online via Zoom Meeting. This comes with a variety of challenges that we plan to address in this guide. If you have any questions regarding the operation of this webinar that are not answered in this document, please email them to Stephen Blancher at sblancher@fnfa.ca.

Prior to Meeting

- 1) [Register for the FNFA AGM 2021 through our website.](#)
- 2) Once you register your attendance for the AGM, you will be sent a calendar event for our Zoom Meeting.
- 3) [Download the Zoom Meeting Client.](#)
 - a. Mac users can download Zoom from the Mac App store.
 - b. The test link below will also do this install.
 - c. Mobile apps for Zoom are available for iOS and Android in their respective app stores (search for Zoom).
- 4) [Test your Zoom application in advance.](#)
- 5) It is suggested you join the meeting 5 to 10 minutes prior to it starting.

Meeting Attendees

As with all other Zoom Meetings, your video and audio are shared directly in the meeting. You will be muted upon entry of the meeting and should only unmute when appropriate. If you are unmuted at an inappropriate time, the host of the FNFA AGM will mute you to ensure the meeting is uninterrupted. If you have any questions during the meeting, you are welcome to use the chat functionality to post the question to everyone or to a specific individual. If you wish to speak at any time, please utilize the Raise Hand functionality.

Nominations

At a certain point during the AGM, we will be asking for nominations for our Board of Directors. Prior to this, the host will lower all hands of attendees. Then, if you wish to nominate an elected official appointed as representative of a First Nation, you can raise your hand in Zoom. The host will then ask you to unmute, and through your audio stream you may nominate someone. We subsequently ask the nominee to unmute to verify the acceptance of the nomination and to give a 2-minute speech if they desire. Voting for the Chair and Deputy Chair positions will occur directly after their respective nominations if there are two or more nominees.

Voting

If the number of nominations is greater than the number of directors allowed on our board, we will then perform a vote per nomination. Much like the nominations, the host will lower all hands of the attendees. We will then proceed through the list of nominations, calling on the attendees to cast a vote in favour by using the Raise Hand functionality. We will attribute for any vote that may be representing multiple proxies and tally them together. Once complete, we will announce the results of the votes.

Technical Support

If you are having any trouble with either registration or with joining the meeting the day of, do not hesitate to contact us.

- i) Call our office: 1.250.768.5253
- ii) Email Stephen Blancher: sblancher@fnfa.ca
- iii) Emergency contact for Stephen Blancher: 1.250.869.5706