

2020 SPRA AGM Attendee Guide

For technical support during the meeting,
contact Ryan Monks at 306-780-9206



Saskatchewan
Parks and Recreation
Association

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Register for the Meeting



- When you registered, you should have seen the screen shown here.
- If you chose "Add to Calendar", you would have entered the event with access link into your calendar.
- Open the event in your calendar and click the link to access the meeting.

Saskatchewan
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Association

You're Registered!

Test for Leanne [\[Add to Calendar\]](#)

Wed, Oct 21, 2020 10:00 AM - 11:30 AM CST

At the time above, join the webinar.
Before joining, be sure to [check system requirements](#) to avoid any connection issues.
A confirmation email with information on how to join the webinar has been sent to you.
Questions or Comments? Contact: rmonks@spras.sk.ca

To Cancel this Registration
You may cancel your registration at any time.

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Joining the Meeting



- Click on the link that was emailed to you when you registered for the AGM. This should open up the meeting in your web browser.
- If you cannot find the email, search for "GoToWebinar".
- All attendees are encouraged to join the meeting *at least* ten minutes in advance of it beginning.

Accepted on 2020-08-31 2:30 PM.
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: America/Denver.


Organizer: Ryan Monks

Subject: GoToWebinar - 2020 SPRA Annual General Meeting

Location: GoToWebinar - See conference call information below

Start time: Wed 2020-10-21 1:00 PM All day event

End time: Wed 2020-10-21 3:00 PM

1. Click and join at the specified time and date:
<https://global.gotowebinar.com/join/3352014438706869516/249455562> 
 Note: This link should not be shared with others; it is unique to you.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:
When the Webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

-- OR --

TO USE YOUR TELEPHONE:
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.


Canada (Toll-free): 1 866 952 7297
Access Code: 564-625-323
Audio PIN: Shown after joining the webinar

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Joining the Meeting



- You can choose how you would like to hear the meeting, by using your computer audio or using a telephone.
- Note that if you choose the  telephone, you will not be able to vote or ask questions.

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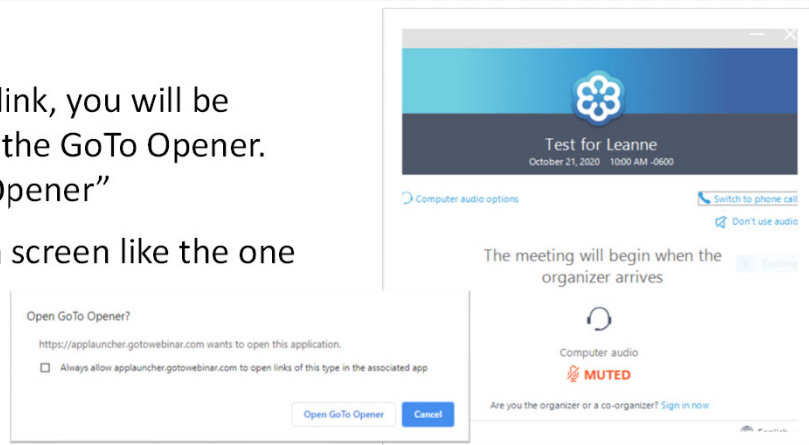
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Joining the Meeting



- Once you click the link, you will be prompted to Open the GoTo Opener. Click “Open GoTo Opener”
- You may then see a screen like the one on the right.



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Joining the Meeting



- You may also see the screen on the right, depending on when you sign on to the meeting.
- We intend to begin the meeting right on time, but please be patient with us. We will start as close to 1pm as we can!



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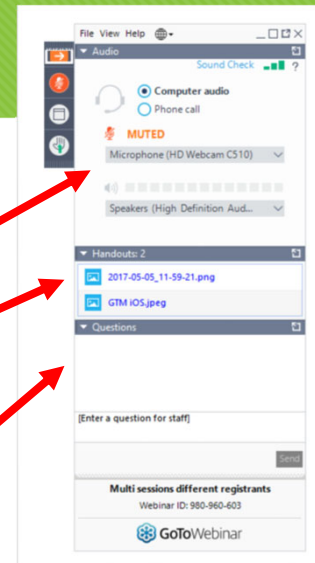
GoToWebinar Control Panel

- Once you join the meeting, all meeting tools are in the control panel on the right of your screen.

Control and test your audio settings

Access handouts

Ask questions and make motions

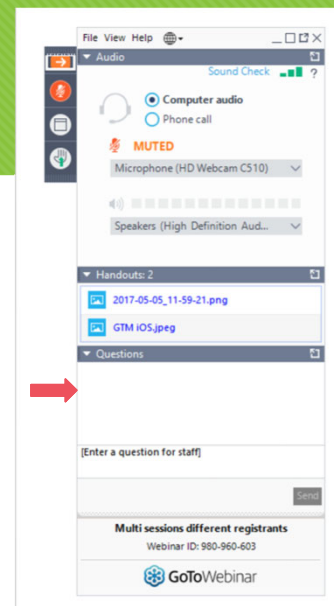


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How to Participate

- While you are in the webinar, you are on mute.
- If you are on the phone, you are unable to move, second or vote.

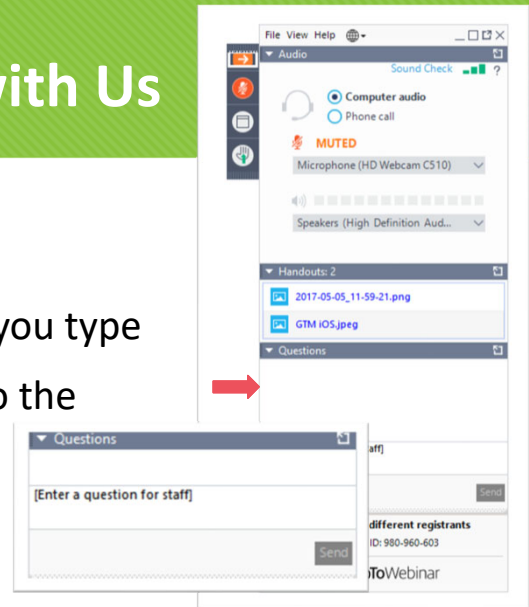


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How to Communicate with Us

- Use the “Questions” box
- Other attendees will not see what you type
- If your question does not pertain to the business of the meeting, we will follow up after the AGM

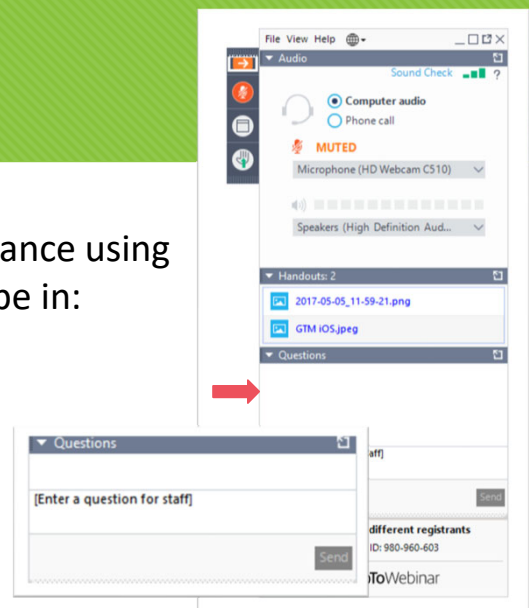


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Attendance

- During the meeting, we will take attendance using the Questions box. When prompted, type in:
 - Your first and last name
 - The organization/community you are representing as a voter
 - E.g. “Jane Parks, Milden, SK”

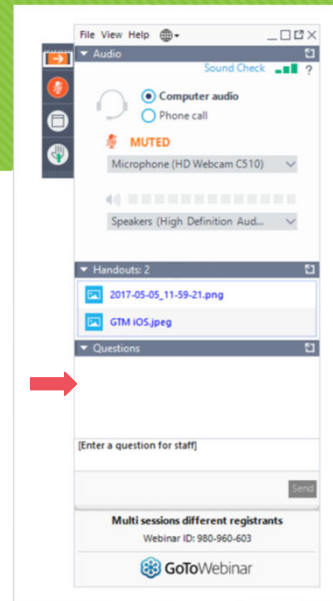


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Motions

- To move or second a motion, you will type “Mover” or “Second” into the Questions box and the community/organization you represent.
- E.g. “Mover, Milden, SK”



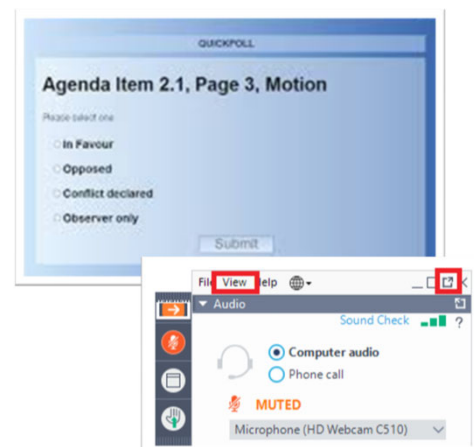
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Voting Procedure



- During the meeting, voting will be conducted by polls
- Active Members have assigned voting delegates. Associate Members (including Commercial Members) do not vote
- Ensure that your webinar screen is in full screen mode



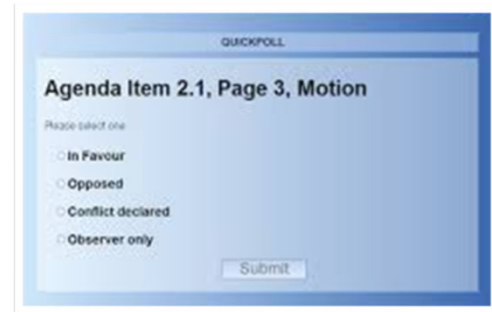
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Voting Procedure



- When a poll is triggered, you will see a blue screen like the one pictured here. Select one of the four options:
 - In Favour
 - Opposed
 - Abstain
 - Not a voting member
- We will acknowledge if the motion has been carried once the majority of attendees have voted.

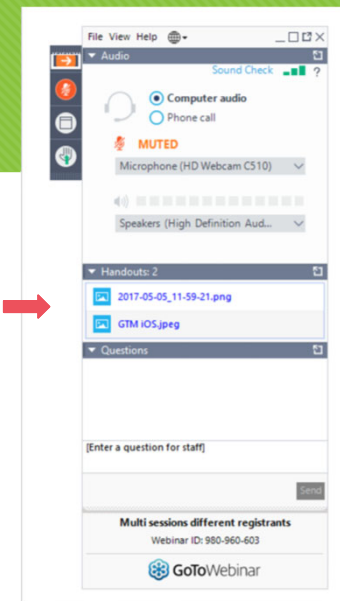


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Meeting Documents

- The agenda, minutes from the 2019 SPRA AGM and Summarized Financial Statements are all available at spra.sk.ca/agm in advance of the meeting or in the Handouts tab on your control panel during the meeting.



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Annual Report

- The 2020 Annual Report is also available on our website in advance of the meeting at spra.sk.ca/agm.
- Also includes Summarized Financial Statements



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2020 Annual General Meeting Agenda



- | | |
|---|--|
| 1. Call to order | 8. 2020-2021 Resolutions |
| 2. Adoption of 2020 AGM Agenda | 9. Other Business |
| 3. Adoption of 2019 AGM Minutes | 10. Notice of Motion(s) |
| 4. Business arising from the 2019 AGM Minutes | 11. Ratification of Officers and Directors |
| 5. Report from the President | 11.1 Election Results |
| 6. Adoption of Auditor's Report and the June 30 2020 Audited Financial Statements | 11.2 Motion to destroy ballots |
| 7. Appointment of Auditor for 2020-2021 Fiscal Year | 11.3 Recognition and acknowledgement of outgoing Board members |
| | 12. Adjournment |

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Thank you for attending the meeting!



Saskatchewan
Parks and Recreation
Association

We provide **leadership**, **support** and **services**
that contribute to recreation's impact on the
quality of life for people in Saskatchewan.

For more information on
our programs, services
and support, please visit
www.spra.sk.ca



Saskatchewan Lotteries funds over 12,000 sport,
culture and recreation groups, making life better for
people and communities across Saskatchewan.