Virtual Committee Meetings and AGMs

29 April 2020
1. Emergency Funding
2. Preparing the Committee
3. Running Virtual Meetings
4. AGMs
Sport England - Community Emergency Fund - Open for applications of between £300 and £10,000
• Rent and utility costs, Insurances, Facility or equipment hire, Retrospective losses dating from 1 March, 2020

Sport Scotland
• Advice to help you cope with Covid-19-related implications to your club covering running costs, staff considerations, emergency grants, loans, VAT, and general advice.

Welsh Government and Sport Wales
• Emergency funding of £400,000 for community sport in Wales & an initial fund of up to £8.1 million in addition to the Emergency Relief Fund. This will be used to support sports clubs and well-established partner networks who are so vital in ensuring the nation is able to remain active.

Sport NI
• £500,000 is being made available for sports clubs. They will be able to apply for a small grant of £2,000 to help with immediate financial commitments to maintain their facilities during the lockdown.
Benefits of meetings online
Leadership & making decisions
Clear direction of travel & careful planning
Decisions and activities – can any be deferred
Ensure you prioritise effectively
Constitution – follow your own rules!
No right or wrong approach
Virtual Meetings & AGMS
Considerations

• Everyone confident with technology?
• True inclusivity must be worked at
• Good communication is key and must work for all
• Online ‘conversation etiquette’ to get used to
• Work hard at ‘hosting’ the meeting
Being organised

- Communications Plan
- Check understanding – no body language
- Take time on important decisions
- Organise your computer & ensure files are stored securely
- Who sets up and manages online meetings
- Be flexible in your approach
Technology

• Agree which IT system works best for everyone
• Upskill committee members
• Practice a call first
• Echo / background noise
• Find the “IT expert” in your club!
Preparations

- Clear communication well in advance – notice period?
- When is the best time to run it?
- Arrange a practice: help people get accustomed
- Engage all members, clearly communicating log-in details, offering help
- Distribute information/reports well in advance
- Technology failure plan?
- Committee all clear on content and responsibilities:
  - Taking notes
  - Monitoring chat/raised hands
  - Presenting information/sharing screen
During the meeting

- Clear hosting, expectations of what will happen, how to engage
- Use of camera and microphones
- Potential technology failure plans
- Making notes/clarify action points/responsibilities for the recording
- Keep an eye on timing
- What happens next:
  - how notes/recording can be accessed?
  - date of future meetings?
What about the AGM Annual General Meeting
Planning your AGM

- When is best?
- Ensure meeting will be quorate
- Set a deadline to register attendance in advance, or re-schedule for better attendance
- Everyone has fair chance to participate, with notice, and technical assistance needed
- Call into the meeting if they cannot video call?
- Failing this, could be on the telephone with someone else in the meeting
- How will you get everyone involved?
- Clarify rules of engagement- eg waiting room feature: messages on screen to prepare
Voting

• Consider how people may vote anonymously through:
  Direct messages
  Chat function direct to host only
  Google form
  Survey monkey

• How Proxy votes may be cast

• Who/how votes will be counted and recorded – the ‘teller’
• Consider if you need a second teller
QUESTIONS
THANK YOU!

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