

George Knight, Training Consultant

DIGITAL AGMs

Working Together, with Tech!

Some things remain the same

- Timekeeping
- Confidentiality
- There's no such thing as a silly question
- Experiment and take risks – see possibilities not limits
- Respect – space and values for others
- Participation – involvement/contribution
- Bit of fun!

Some things because we're virtual

- Where possible, video always on during whole group or breakout room discussion
- Audio switched off unless speaking

With the end in mind...

Key takeaways

- How to communicate before the AGM
- How to ensure that a quorum is met
- Ensuring legality in a digital environment

Purposes of the AGM

- To inform non-trustees of achievements and future plans
- To fulfil obligations the organisations governing documents
- To comply with all legal requirements

Finding your governing document

- <https://beta.companieshouse.gov.uk/>
 - Search for your organisation
 - Filing history

St Mary's Secret Garden Governing Document

GENERAL MEETINGS

6. The Company shall hold a General Meeting every year as its Annual General Meeting in addition to any other Meetings in that year and shall specify the Meeting as such in the Notice calling it; and not more than 15 months shall elapse between the date of one Annual General Meeting of the Company and that of the next, provided that so long as the Company holds its first Annual General Meeting within 18 months of its incorporation it need not hold it in the year of its incorporation or in the following year. The Annual General Meeting shall be held at such time and place as the Directors shall appoint.

APPOINTMENT OF DIRECTORS

16. The Directors may from time to time and at any time appoint any Member of the Company as a Director either to fill a casual vacancy or as an additional Director provided the appointment does not cause the number of Directors to exceed any number determined in accordance with Article 18 below. Any Member so appointed shall retain his office only until the next Annual General Meeting and shall then be eligible for re-election.

Real purpose of the AGM

To get EXCITED about all of the positive social change that you have delivered in the last 12 months



Successes

- Services delivered
- Volunteer hours
- Beneficiaries reached
- Social media engagement
- Shop performance

Sending the notice

- Needs to be timely, send strictly in accordance with the organisation's governing document
- Include technical details, with detailed instructions if relevant
- Set the date, time and venue (ZOOM)
- Circulate minutes from last year's AGM
- Clarify which agenda points include discussion
- State what happens in contested items / issues

Notice

Date: (Notice must be sent in accordance with your governing document)

Venue: Zoom:
Zoom link

Time:

Notice

Agenda:



	Time	Item	Supporting documents	Lead	Discussion?
1.		Apologies for absence			
2.		Approval of previous minutes	Previous AGM minutes		
3.		Trustees report			
4.		Finance report			
5.		Directors report			
6.					
7.					
8.		Election of committee			Vote required

Notice

Next trustee meeting:

Contested item / issues:

We want to give everyone the chance to consider decisions beforehand. In the case of a contested item/issue, decisions will be made at the next trustee meeting. If an item/issue is contested you will be invited to send your proposal in writing by e-mail at least one week before the next trustee meeting.

AGM 2019 Minutes attached)

Again, make it positive!

St Mary's Secret Garden

Annual General Meeting

Wednesday 10th July 2019

6.30pm Nibbles and light refreshments for

7pm Meeting prompt start

To be held at our lovely secret garden

All welcome

Please RSVP

50 Pearson Street, London E2 8EL

02077392965 / info@stmarysgarden.org.uk

www.stmaryssecretgarden.org.uk



@stmarysgarden

St Mary's Secret Garden registered charity

1152027 Company limited by guarantee

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Facilitating the AGM


Waiting room

- Only admit people who have been checked against a list
- If somebody enters without the right name, message them and ask for the right name and change it
- Further denote names with a (M-) for members and (S-) for staff




Waiting room


▼ Participants (2)

1 Waiting [Message](#)

 George Knight

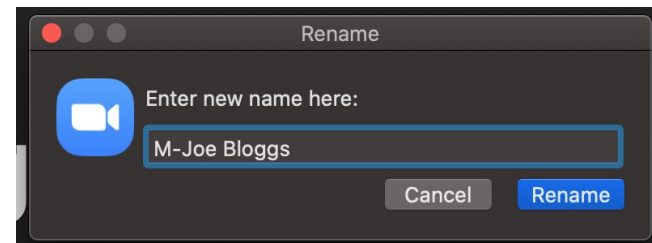
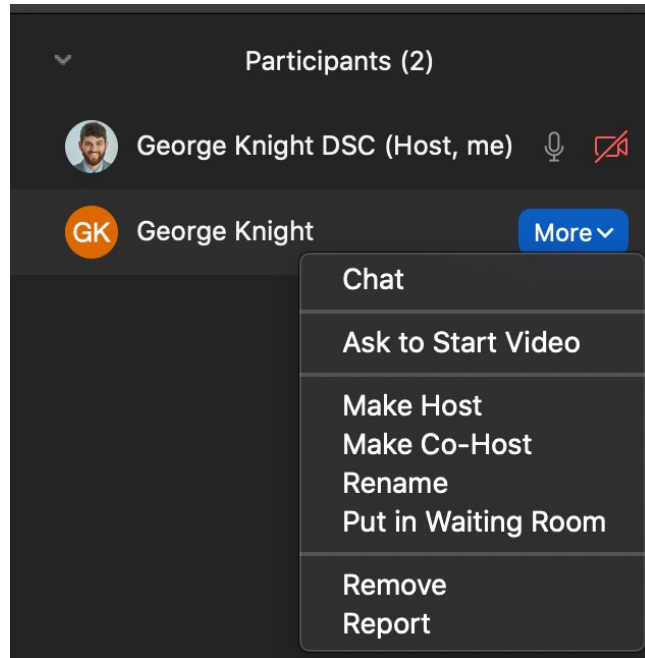
1 In-meeting

 George Knight DSC (Host, me)  

To: [Everyone \(in Waiting Room\)](#) ▼ 

Hi George Knight, please can you let me know the name you are registered under to attend the AGM.

Waiting room



Facilitating the AGM

- Take minutes as normal
 - NCVO recommendation: ‘Unprecedented times meant for the safety of members and to effectively manage risks that our AGM take place remotely’
- Deliver presentation as normal

Zoom tips

Roles

- Presenter
- Tech support
- Document dropper
- Save the chat log
- Save the list of attendees
- Create a report for the polls

Embrace the benefits that technology
brings!

Handling contested items / issues

- Prepare beforehand
 - Include items for discussion in notice
 - Ensure everyone has a change to consider decisions beforehand
- Overcoming digital format
 - Hold decisions until next trustee meeting
 - Invite discussion within agenda timeframe
 - Inform members that trustees will discuss at their next meeting
 - Invite proposals in writing by email at least one week before the next trustee meeting



Timescales before meeting

- Before sending the notice
 - Advertisement of the AGM
 - Ensure that the trustees agree to run the AGM digitally and minute their agreement
 - What topics will be up for discussion during the meeting?
 - Set up Zoom meeting
- Sending the notice
 - Send strictly in accordance with the organisations governing document provisions
- Before the meeting
 - Agree zoom roles with required individuals

Timescales after meeting

- Zoom tasks
 - Save chat log and list of attendees
 - Produce a report of any polls used
- Follow up trustee meeting
 - If necessary, discuss contested items / issues at AGM

Key takeaways

- How to communicate before the AGM
- How to ensure that a quorum is met
- Ensuring legality in a digital environment

Any questions?

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Thank you

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