



Plumstead Neighbourhood Watch

“Looking out for one another”

Annual General Meeting

30 July 2019

19h00

AGENDA

Virtual Annual General Meeting

30 July 2020

Virtual Meeting – MS Teams

Link Available from: **18h00**

Meeting Start: **19h00**

1. Opening of AGM, by chairman.
2. Corrections to the minutes of previous AGM
3. Financial Report
4. Operational Report
5. Chairpersons report
6. Introduction of new Executive Committee 2020 – 2022
7. Questions / Queries
8. Adjournment

Notes:

Quorum:

As per our constitution, a quorum of 50% + 1 is needed.

- A google form was created to allow this to be met.
- Members had until the **25 July 2020 17h00** to submit the google form.
- Members who could not access the google form were requested to email the info email address for a manual version.
- In terms of our constitution, “The quorum at an AGM of PNW shall be 50% + 1 of the registered members present and voting.” (Plumstead Neighbourhood Watch, Constitution, 2019, p. 12, Section 17.3)

Nominations:

- Nominations were sent to the CPF who acted as the independent electoral officers.
- Nominations had to be seconded and only nominations from registered members were accepted.
- Summary of nominations:

Position	Nominees	Withdrew	Nominees who Declined:
Chairperson	Gary Klugman	Thania Wilson-Harris	Anthea Klugman Margaretha Van Der Meijden Natasha Wells Van Der Merwe Reg Jemmet
Vice-Chairperson	Sylvia Buchanan	Angela Wilson	
Operations Manager	Peter Ruthenberg	-	
Treasurer	Samantha Vorster	Angela Wilson Marc Roberts	
Secretary	Jenny Mc Calgan	Arilyn Brown	

General:

- Should members need assistance on the evening, please call:
 - Justin De Vos (084 306 3566)

GUIDE TO GETTING CONNECTED

VIRTUAL ANNUAL GENERAL MEETING

Communication:

Ms Teams – For communication we will set up a meeting in Ms Teams and invite all members to join the group. Members can join the meeting from either a PC or from a cell phone. It is best to download the Ms Team's app beforehand. The meeting will be recorded for record purposes.

Minimum Requirements for connection:

- Internet connectivity
- 3 Gigs of available Hard drive Storage
- Windows 7 or 8.1 or 10
- MS Teams installation file download size is less than 100Mb.

How to Install Microsoft Teams:

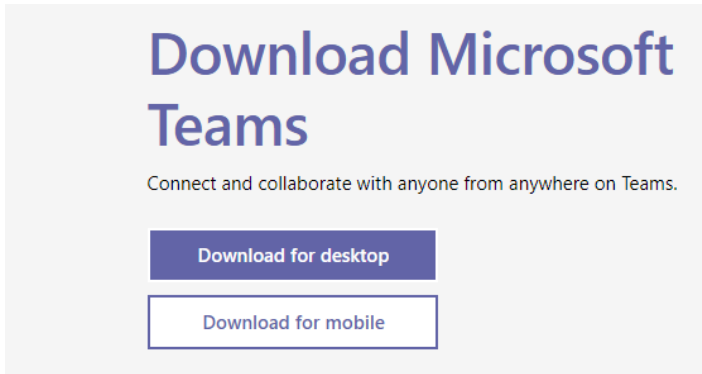
Please follow the below steps to download and install the MS Teams Desktop App:

1. In your web browser enter:

<https://teams.microsoft.com/downloads> or <https://aka.ms/getteams>

The image shows a screenshot of the Microsoft Teams download page. The page features the Microsoft logo and navigation links for Microsoft 365, Microsoft Teams, Plans and pricing, Features, Resources, and Download Teams. The main heading is "Download Microsoft Teams" with the subtext "Connect and collaborate with anyone from anywhere on Teams." Below this are two buttons: "Download for desktop" and "Download for mobile". To the right, there is a mobile phone interface showing a chat conversation with several messages from different contacts. The chat messages include: "Ellis Family: Kasper: Hi mom, what is for dinner?", "Amelie Whittle: Sounds good. Thank!", "Laila Zakis: Can you confirm the place we are...", "Elliot Elliot: Do you have that tracking number...", "Tobias Wolfe: I'll send it to you later on tonight", "David Mariano: Should be right around the corner", and "Vanessa Ellis: It's been home from the...".

2. Click on the **Download Teams** Icon for either your PC or cell phone.



3. A file will automatically download to your specified downloads folder.
4. When the download is complete, run the file and Microsoft Teams will begin to install. Administrative privileges are not required to install MS Teams.
5. **For WCG Employees only:** To login to MS Teams, you will need to provide your current **WCG Email Address** and **Password** when requested.

PLEASE NOTE:

If you do not have a WCG Email address, do not attempt to log on at this point.

Simply click the “Join meeting” link that you received via email, if you connected from your PC you will receive a message asking if you want to open using the Teams Client or your Web browser, if you’ve installed Teams select the client, you will automatically be connected to the meeting.

You are able to join from a browser, however for the best experience we suggest installing the Teams application

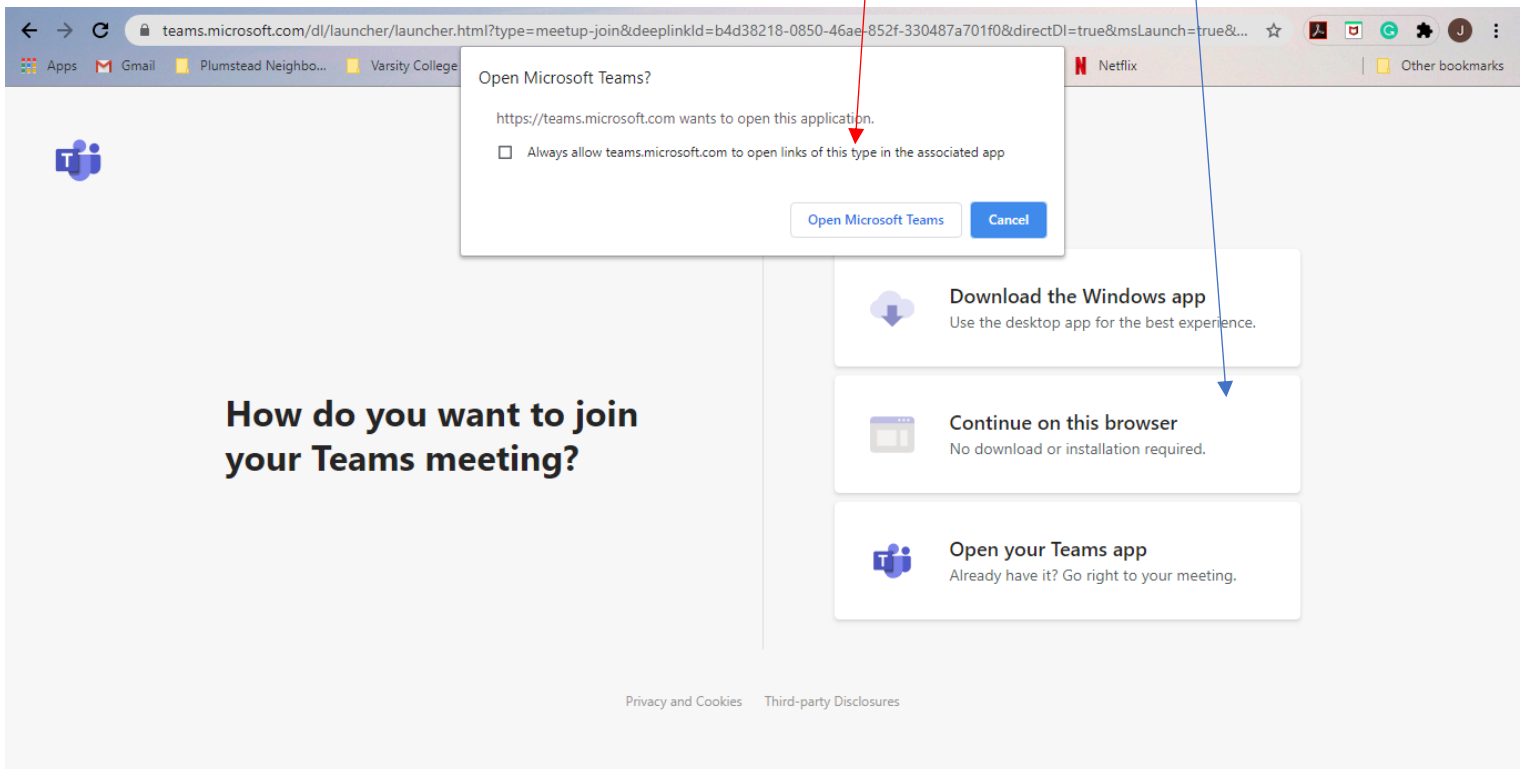
External people will wait in the lobby, the meeting organiser or another WCG person can let external people into the meeting.

We recommend members use their web browser.

GUIDE TO GETTING CONNECTED ON THE EVENING OF THE

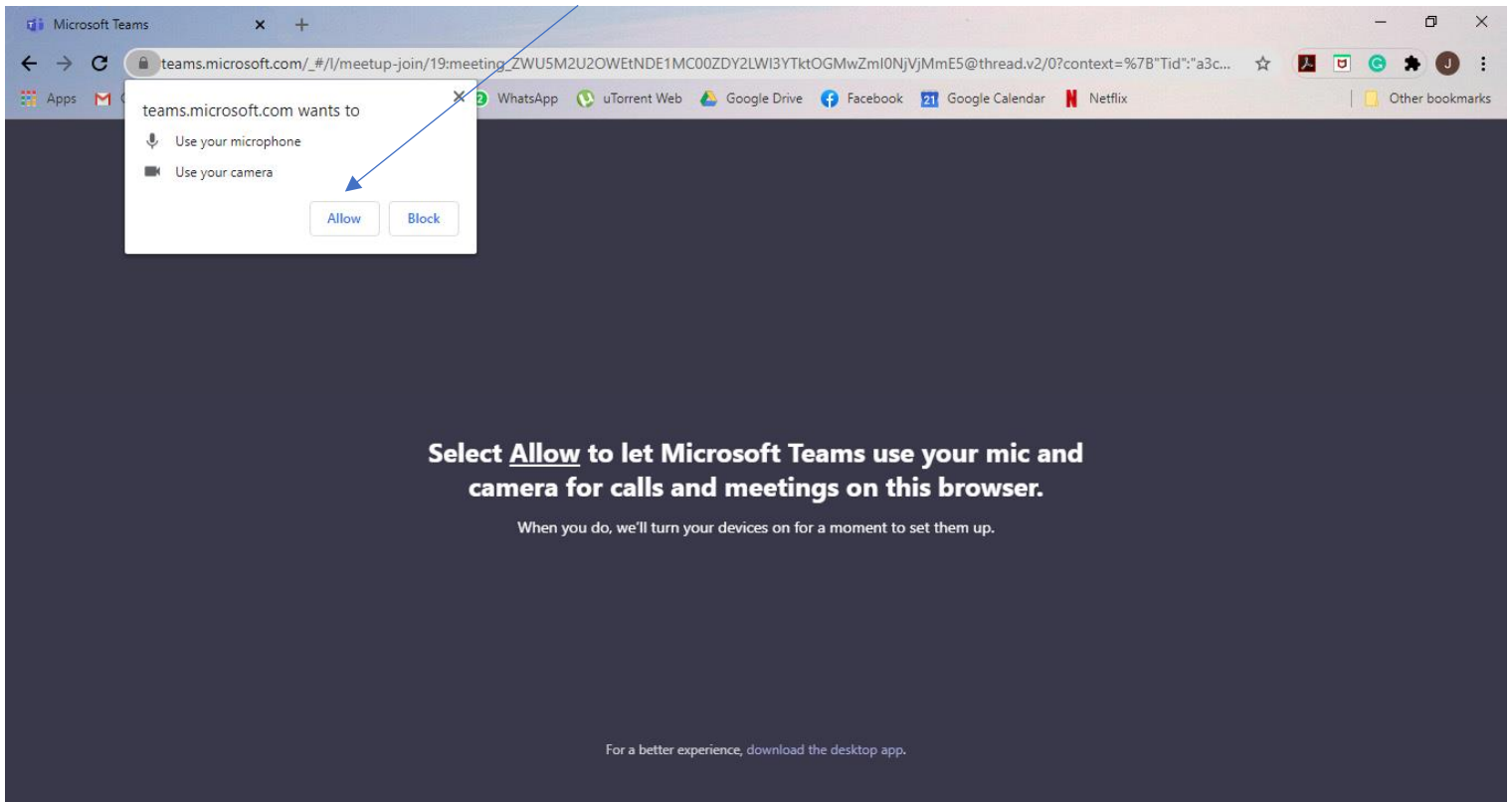
VIRTUAL ANNUAL GENERAL MEETING

1. A join-link will be provided to our members on the evening of the V-AGM. Simply click on this link.
 - a. Members should join the meeting from **18h00** to allow all our members enough time to join the meeting and troubleshoot any problems if necessary.
2. The following page will come up:
 - a. Members can either click the **'Open Microsoft Teams'** Tab to be directed to the app (if it has been pre-downloaded) **or** click the **'Continue on this browser'** tab.

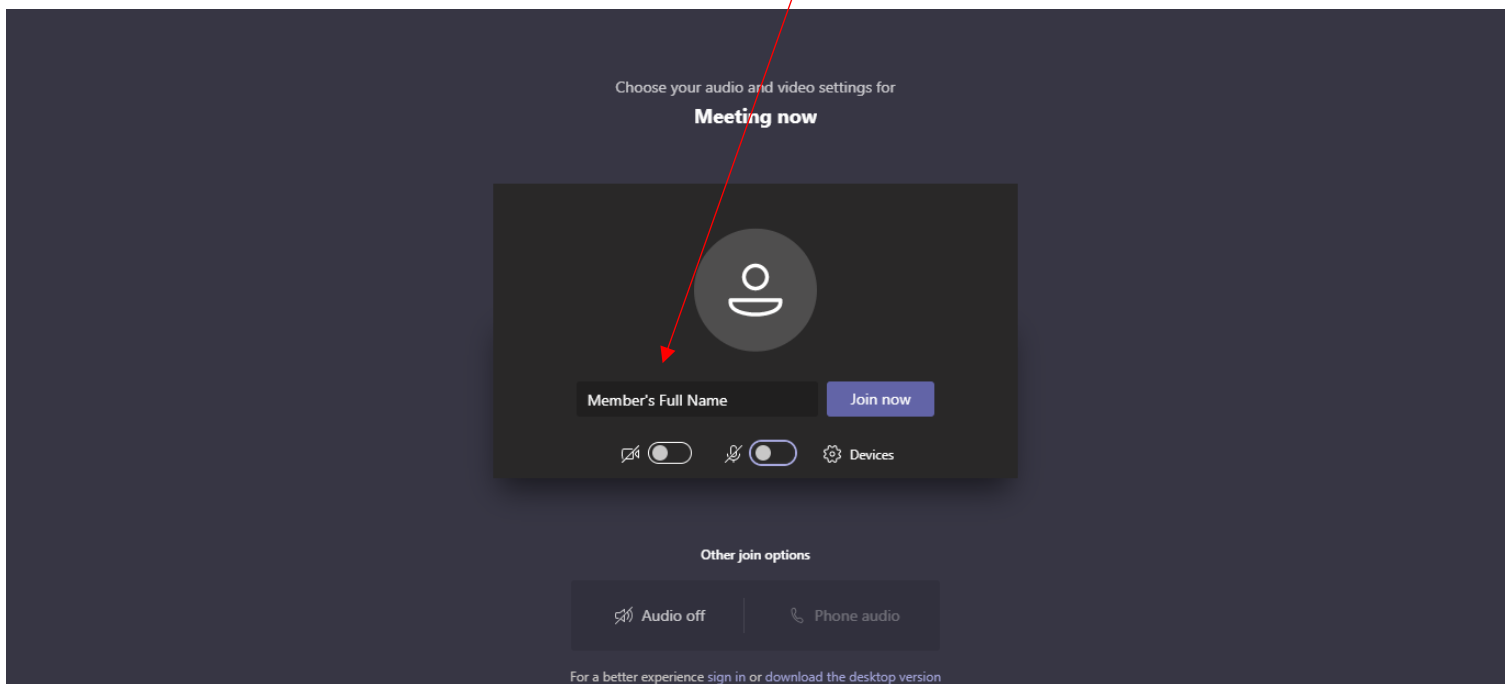


- b. Recommended Platform: Browser

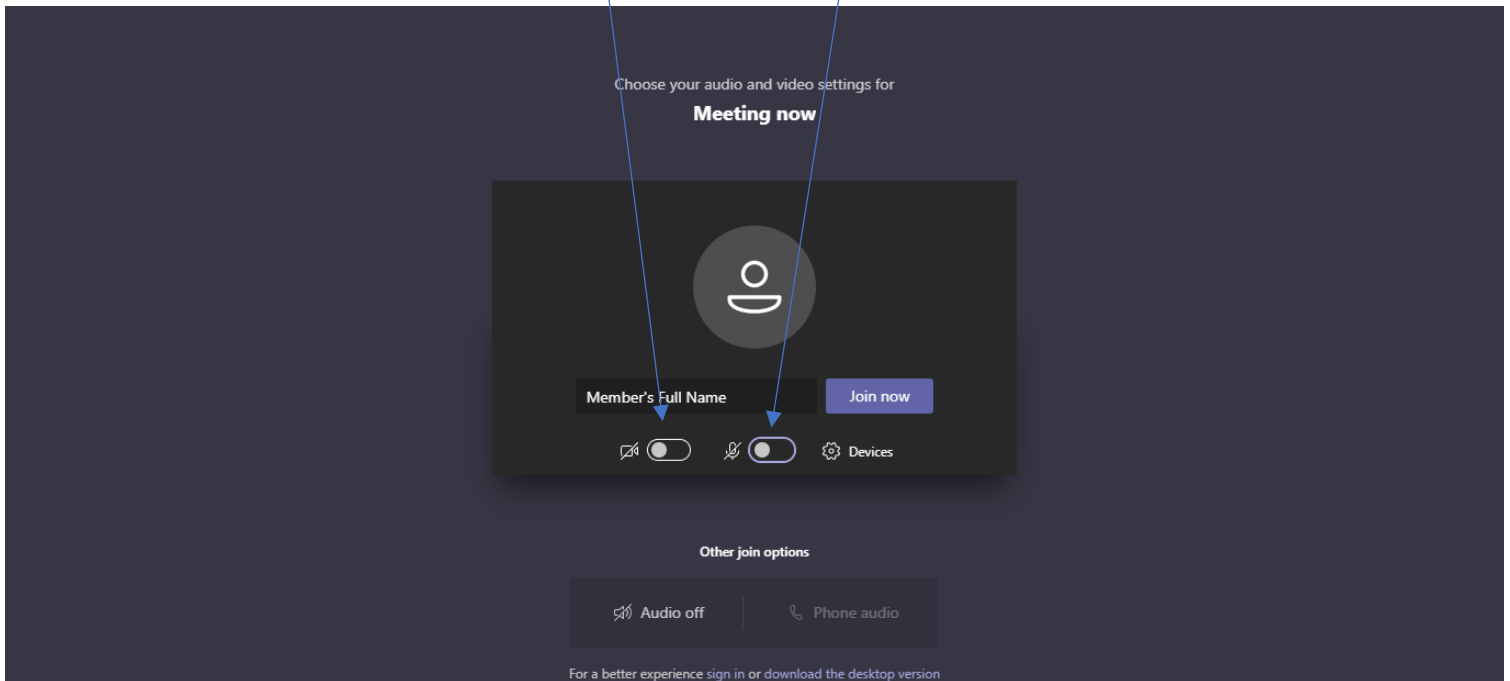
3. Members should click **allow** if they choose the browser option.



4. Members should please fill out their **full name**.

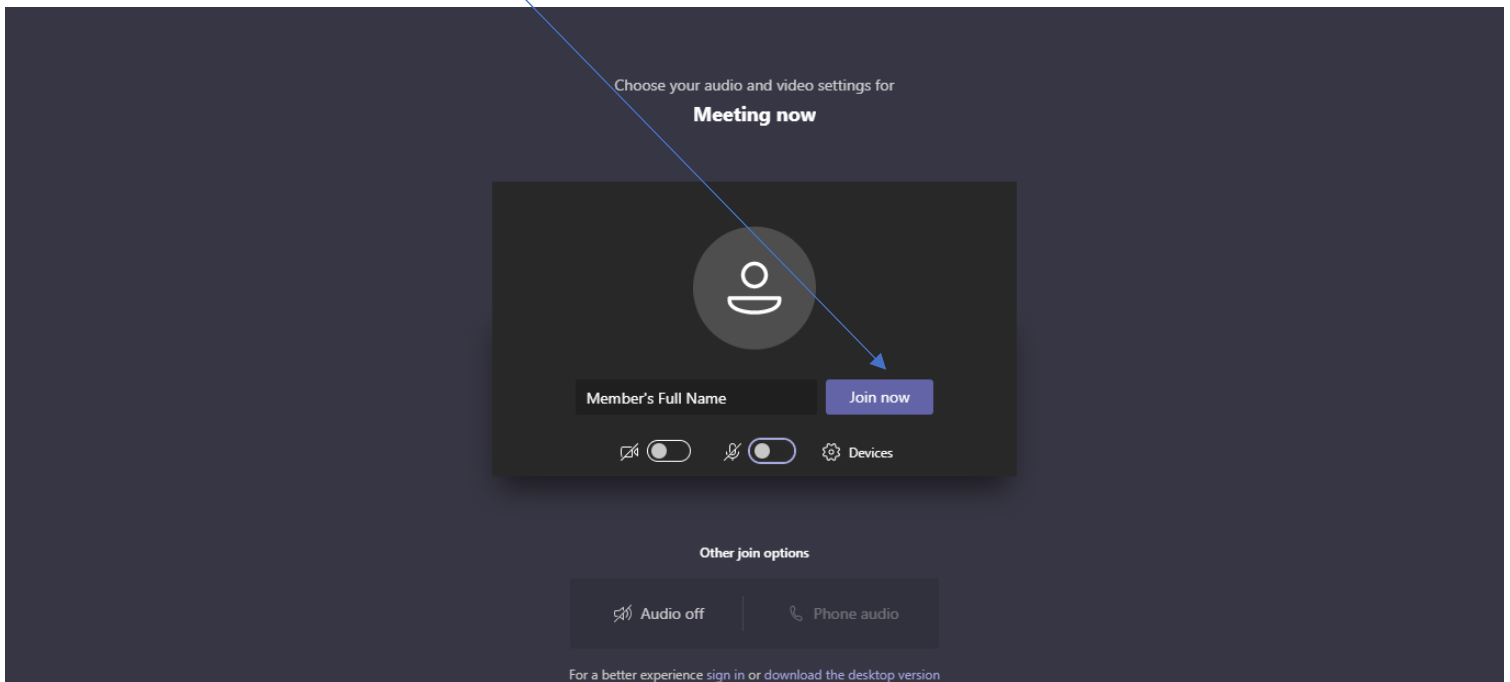


5. Please turn off your **microphone** and **camera**.

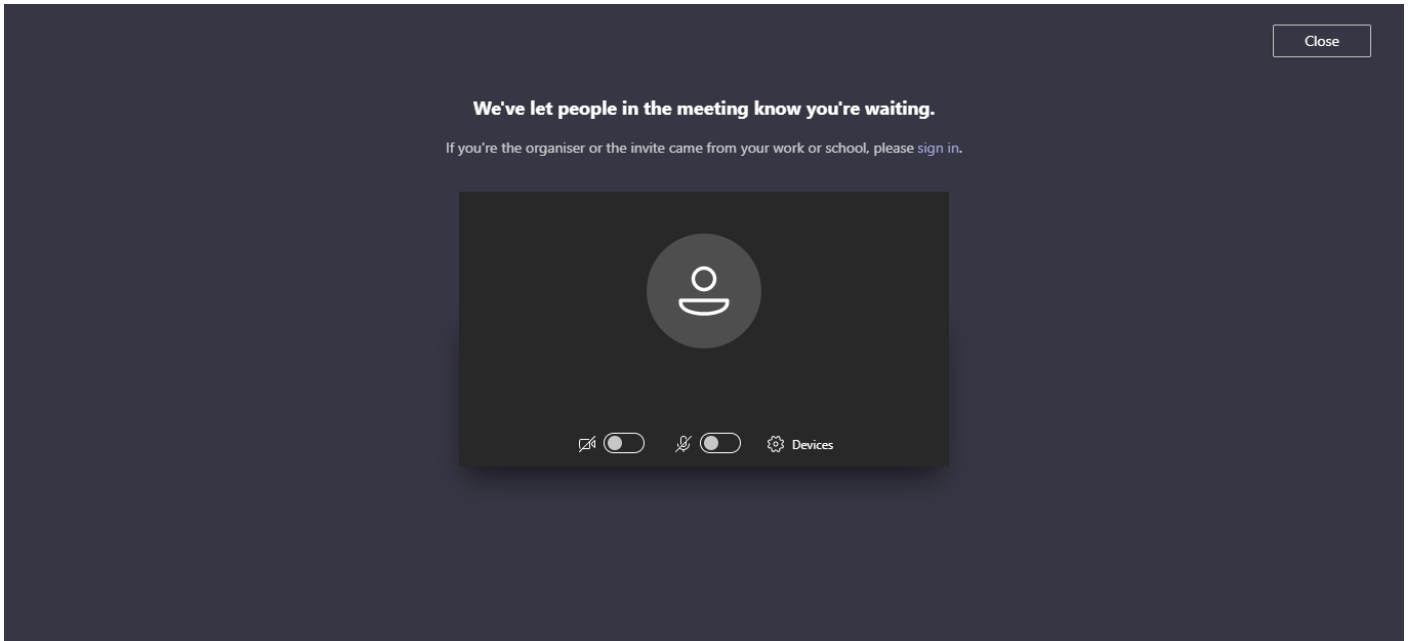


a. This is done to limit bandwidth and data usage.

6. Click the '**join now**' button after you have entered your full name and turned your microphone and camera off.



- Members will then get automatically directed to the waiting lobby. Once verified, members will be allowed into the meeting:



- Once allowed into the meeting, members should see the following page, the meeting will start at 19h00 sharp.



9. Should members wish to ask questions, then members should click on the 'Show Conversation' icon.



10. Members can now ask questions
a. Please limit your questions to a maximum of 3 questions per member.

