

Co-op Market Grocery & Deli Virtual Meeting Guidelines

Before attending our virtual annual meeting, please read our Virtual Meeting Guidelines. Because some organizations have experienced illicit behavior from outside sources, we are doing our best to ensure a safe meeting environment for all of us. Any attendee who doesn't abide by these policies will be removed from the meeting.

Before the Meeting

- If you are new to Zoom, please visit the tutorial page to learn how best to use the service. <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>
- Please find a quiet place, preferably alone, with minimal background noise. Be aware of the people and items in your background as they will be visible to other attendees.
- Test your speakers and audio before entering the meeting to ensure that you can fully enjoy the event.
- Instead of your username or initials, identify yourself by changing your display name to your first and last name. This is required for attendance at our meeting to ensure that all participants are Owners.
- This meeting will be recorded and shared on our webpage after the event. The recording will include the screens of all participants and is indicated by “[red dot] Recording” in the top left of the screen. If you wish not to be visually recorded, you have the option to turn off your video capabilities. If you are unmuted by the host for any reason, your audio will be recorded.

During the Meeting

- You are welcome to enter the Zoom waiting room anytime after 3:30 pm on the 24th. The host will admit guests as they enter the waiting room.
- Our meeting will start at 4 p.m.
- Your microphone will remain muted during the meeting. (If necessary for some reason, the host will request that you unmute your mic.)
- As always at our annual meeting, questions and comments are reserved for the end of the meeting. Know that the host has the ability to disable video and/or audio for anyone in the meeting.
- Vulgar, discriminatory, or hurtful language will not be tolerated in audio, visual, or written form. This will be cause for removal from the meeting.
- During the business meeting, we will vote by poll on approving the agenda and the 2019 Annual Meeting minutes. To vote, click on the Participants icon at the bottom center of your screen. This will open a panel on the right with a list of participants. Below the list is a series of buttons. When it is time to vote, click on either yes (green) or no (red).
- Participants, at any time, can send a private message to the host of the meeting.
- While we are not technical experts, we will do all we can to help with any issues you are having!

To Share Comments & Questions

- Please send any questions or comments before Friday, October 23rd, to board@coopmarket.org.
- For questions that come up during the meeting, we'll be using the Zoom Chat. (To use the Chat function, hover over the bottom of the Zoom window and click the Chat icon. During the meeting, you'll only be able to chat with the host.)

- We will select questions to be answered publicly during the meeting. We will do our best to answer as many questions as possible in the time that we have.
- If your question isn't answered during the meeting, but you still wish to have a personal response, please share an email address with us so that we can get back to you with an answer.