

How To Register and Participate in the Westoba Credit Union 2021 AGM

All AGM attendants must register online in advance between April 19th, 2021 and April 26th to participate as a voting member. As part of the registration process, members must provide the following information, which will be verified against information on file:

- First and Last Name
- Postal Code
- Last Four Numbers of Member Card
- Email Address
- Phone Number

How to Register Online

1. Go to westoba.com
2. Fill in the requested information in the AGM Registration form and click "Submit". You will receive a thank you message on your screen to confirm your registration. Registered members will be able to vote on the By-law presented, watch presentations, participate in motions, communicate with other members and ask questions through the platform.

Preparing for the Virtual Annual General Meeting

Registered AGM members will be supplied with personalized link via an email from Westoba (infowcul@westoba.com) before noon on April 28th in advance of the AGM start time. The individual link will permit access to the Annual General Meeting via the Microsoft Teams platform.

The meeting will begin promptly at 7:00 PM CDT. Meeting link will open at 6:30 PM CDT. Members are encouraged to join the meeting 5-10 minutes prior to the meeting start and test out the meeting tools.

FAQ – How to Log in to Microsoft Teams

Technical Tips

You can access the Teams meeting online through a browser or through the Teams Apps. If using the Teams App, for best results, download the Teams application to the device that will be used for the meeting. Download the application anytime in advance of the meeting. Creation of a Teams account is not required.

How can members attend this Microsoft Teams meeting on a PC computer?

You will need to open Microsoft Teams in a browser and provide access to camera and microphone.

How can members attend using the Microsoft Teams App on a mobile device?

To download to a tablet or mobile phone, visit the appropriate app store (Apple App Store® for iPhone users, Google Play™ for Android users) and search for Microsoft Teams under applications. Click Download.

Further instructions on how to join and participate in a webinar either on a PC computer or App can be found on this Microsoft Teams Resource Information Sheet. [\[link- M:\Marketing\Governance\2021\How To Guide\MST HTG Infographic.pdf\]](#)

Need Help? Use this step-by-step tutorial on to use Microsoft Teams.

<https://rise.articulate.com/share/cDARkLRYgZqBwR6va5aYCYIfPzyj1g6u#/>

Log in Issues

Please contact our Virtual Service support team at 1-877-WESTOBA (937-8622) or infowcul@westoba.com. We will have support service on standby during registration to ensure you are able to join our stream.

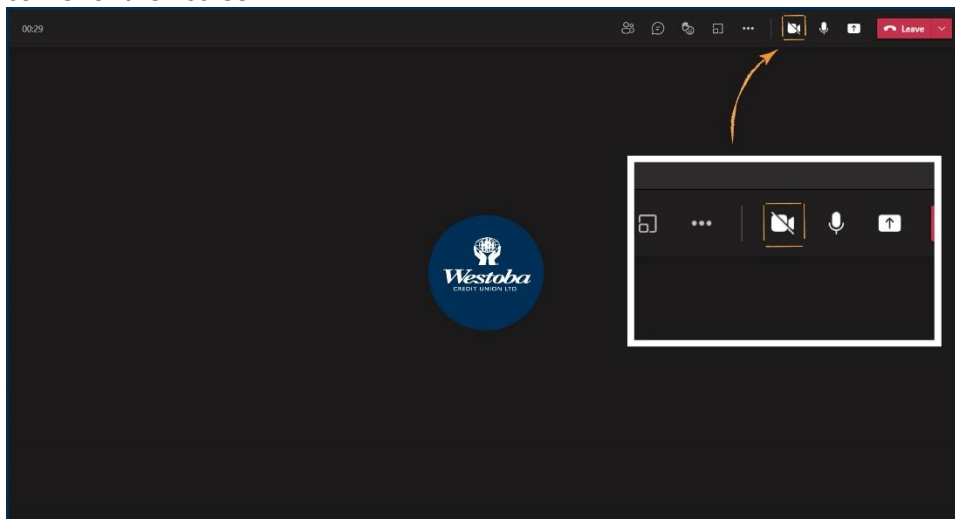
Internet Requirements

If you live in a rural community with limited internet connection, you may experience a slight delay in the feed. We recommend turning your video off during the meeting and joining from high serviced area for best results.

FAQ – How to Participate in the Microsoft Teams AGM

Do members require audio and video to attend the meeting?

Device audio is required. To have a better meeting experience, we encourage no use of video for our members. Members can turn off their video by clicking the video button located at the top right-hand corner of their screen.



Note: if your video is on, other attendees will be able to see you. Prior to the meeting, ensure all audio is working and turned on (speakers, headphones, volume checks, etc.) Please keep your microphone muted during the meeting to avoid any background noise coming through.

How do members mute/unmute their audio?

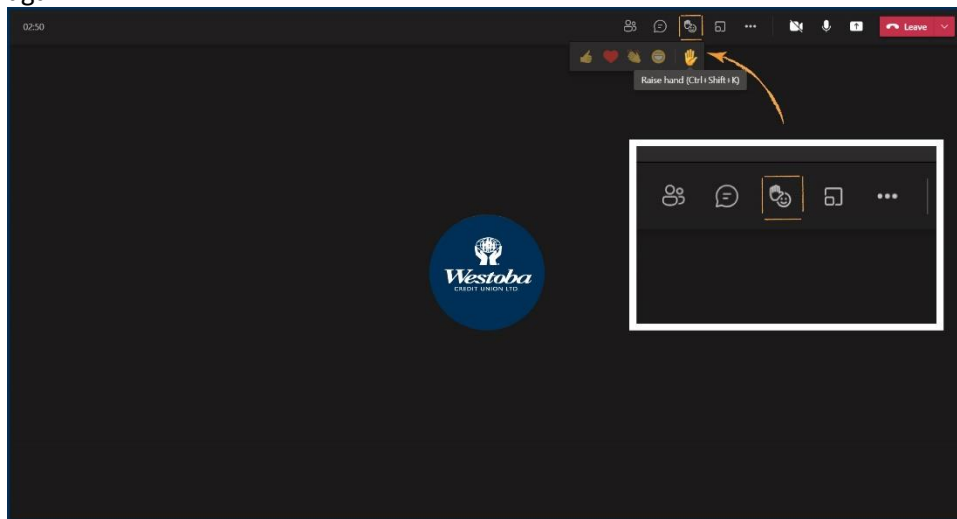
All attendants will be muted. If you would like to ask a question, please raise your hand and a moderator will prompt you to unmute yourself.

How can members ask questions at the AGM?

Members can ask questions during the question period after each speaker presentation and at the end of the AGM. Members will use the raise hand option on Microsoft Teams, at which time the moderator will ask you to unmute your microphone to verbally ask your question(s).

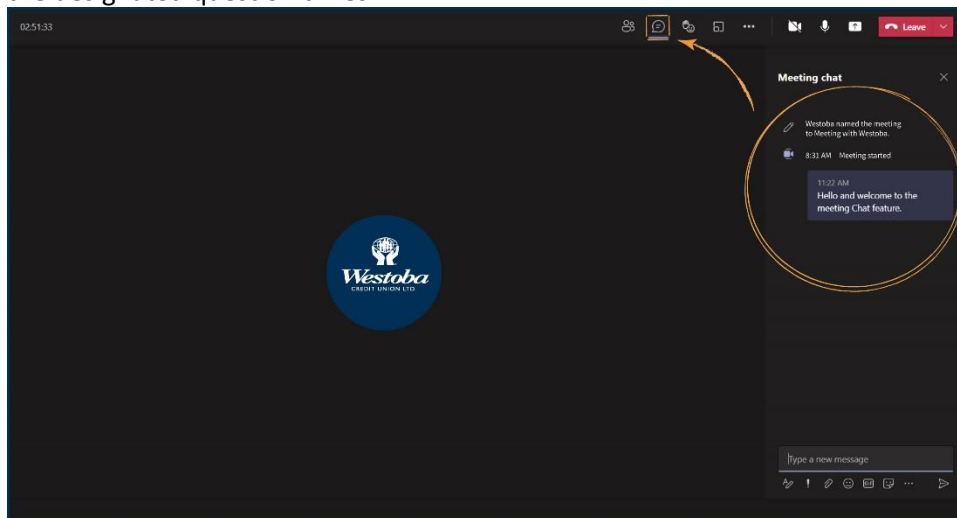
How do I raise my hand?

Members can raise their hand by using the Hand Tool located in the top right-hand side of your screen. Once your question has been answered, you will need to put your hand down by clicking the Hand Tool again.



How can members talk to each other at the AGM?

Members can talk to each other when the chat function on Microsoft Teams is enabled. We will be enabling the chat function 30 minutes before the AGM is called to order, and during the Q&A portions of the meeting. To minimize distractions for the membership, there will be no chat option during the presentation. The chat will not be monitored. If you have a question, you must raise your hand during the designated question times.



How do members vote during the AGM?

Members must be registered between April 19th to April 26th, 2021 to vote during the AGM. Registered members can vote for the two Director ratification votes. These votes will be negative votes and members will only cast their vote if they are **not** in favor. If you are not in favour in the vote that is presented, you will be asked to raise your hand.

Members can also vote during the by-law vote; a poll will appear on the video of your screen. You can select whether you are in favour of the of the proposed changes. This is an anonymous vote and is tallied automatically. Our scrutineers will review the required the documentation during the AGM to confirm the vote.