October 28, 2020

Dear North End BIZ Members,

In these difficult times, I hope that you, your loved ones and businesses are managing the best you can. This year, due to Covid restrictions, our Annual General Meeting will be online using the ZOOM Virtual Platform. The **North End BIZ** AGM information package will be hand delivered to all member businesses by November 16th, 2020, as well as posted on the North End Biz website.

        North End BIZ - Annual General Meeting ZOOM
        Thursday, Nov. 26, 2020 at 6 p.m. (sign in 5:45 p.m.)
        <u>**Register by Friday, Nov. 20, 2020**</u>

To register and participate in the AGM Zoom meeting, please note the following.

Item	By	Note
ZOOM - Sign Up	Prior to meeting	Zoom is free, easy to use See reverse
1. Register for AGM Zoom meeting	Friday, Nov. 20th, 2020	northendbiz@shaw.ca Specify where to send the Zoom meeting invitation (i.e., what email)
2. AGM Questions (submissions)	Friday, Nov. 20, 2020	northendbiz@shaw.ca On subject line, specify "AGM Questions 2020"
3. Nomination Forms (Board of Directors)	Friday, Nov. 20, 2020	Scan, send to northendbiz@shaw.ca On subject line, specify "Nomination Form 2020"
4. **Thurs., Nov. 26, 2020 at 5:45 p.m. - Meeting**	Live Zoom meeting	1. Open your email (email you used to register for the meeting) 2. Click "Please join Zoom Meeting in Progress" 3. Follow the prompts.

If you have any questions or concerns, please contact me by email at <u>northendbiz@shaw.ca</u>

Regards,

Astrid Lichti
North End Biz Administrator

How to join Zoom

If you are new to Zoom, download the Zoom app. It's free and easy.

<u>How to install Zoom</u>

1. Go to Google and type in "zoom.us"
2. Click on "download"
3. Explore the tutorials, test a meeting
4. Write down your Zoom user id
5. It will ask you for your Birthday (e.g., Jan 1, 1966)
6. It will ask you for your Name
7. It will ask you to enter a Pass Code (minimum 9 characters)

AGM, November 26th, 2020, 5:45 p.m.

1. Open your email (the same email you used to register for the meeting)
2. Click "Please join Zoom Meeting in Progress"
3. Follow the prompts.