



## THUNDER BAY INDIGENOUS FRIENDSHIP CENTRE

401 North Cumberland Street Thunder Bay, Ontario P7A 4P7  
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### **ANNUAL GENERAL MEETING VICTORIA INN – 555 ARTHUR STREET, WEST THUNDER BAY, ONTARIO, P7E 5R5 EMBASSY BALLROOM**

#### Re: Notice of Annual General Meeting

- WHEN:** The Annual General Meeting is scheduled for **Thursday, September 10, 2020 at 6:00 pm. at Victoria Inn, Embassy Ballroom.** Doors will be open at 5:15pm. The room is large enough for individuals to physical distance.
- REGISTRATION:** If you are planning to participate, all persons will be required to register in advance by **Tuesday, September 1, 2020.** This is required to confirm the number of individuals attending Victoria Inn to ensure physical distancing is adhered to. Please call Esther Chung, Secretary / Receptionist at (807) 345-5840 ext. 9050 to confirm your participation.
- HOW:** There will be a change to how the meeting will proceed because of the COVID-19 pandemic. Individuals will have the option to attend in person at Victoria Inn or participate remotely via Free Conference providing you have the equipment to do so.
- To minimize risk, TBIFC will not be serving a supper this year, however, a bagged lunch will be provided. The meeting will only transact items of business essential to the on-going operations of the Corporation.
- SAFETY:** To ensure the safety of everyone, individuals will be required to wear a mask as per Victoria Inn's Policy. All members will be required to use hand sanitizer prior to entry and be required to complete TBIFC's screening process. Please do not attend at all if you are not feeling well. Personal Protective Equipment (PPE) will be made available on-site for you to wear.
- DAY OF MEETING:** We ask individuals to arrive by 5:30 pm to ensure that TBIFC staff have enough time to complete the screening process and to ensure that seating logistics of persons are met to adhere to physical distancing requirements.  
(September 10, 2020)

- REMOTE PARTICIPATION:** If you are participating remotely, TBIFC will send a “test link” the week before the meeting is scheduled to provide you time to ensure that you can connect with us for the meeting. On the day of the meeting, TBIFC will send out the meeting link via your e-mail to participate.
- REMOTE VOTING:** Voting will be done by e-mail using Survey Monkey. Voting will be done anonymously...no one will know who you voted for.
- MEMBERSHIP** To be eligible to have voted at the AGM, you must have completed the application and paid your \$1.00 membership fee by August 10, 2020. Regardless of having renewed your membership, you will be able to still participate and run for a position on the Board of Directors; you just will not be eligible to vote.
- PROXY VOTING:** If you are a “Full” member and unable to participate in the meeting, you can proxy your vote to another individual who is a full member of the Friendship Centre. The enclosed *Proxy Form* must be completed and returned to the Friendship Centre by **September 10, 2020 by noon.**
- MEETING PACKAGES:** Annual general meeting packages will be made available at reception for pick-up at the Friendship Centre on **Tuesday August 25, 2020**, or alternatively; can be mailed to you if you are participating remotely. Please contact Esther Chung for a package to be mailed.

Please note that should things change between now and the annual general meeting because of COVID-19, we will keep you apprised.

Until then, I want to say thank you for your continued support and stay safe.