

NOTICE OF ANNUAL GENERAL MEETING 2021

NOTE: This document contains important information. Please have it translated if you do not read or understand English.

REMARQUE: ce document renferme des renseignements importants. Veuillez le faire traduire si vous ne lisez ou ne comprenez pas l'anglais.

请注意: 本文件包含重要信息。如不懂英文, 请阅读翻译版本。

請注意: 本文件包含重要資訊。假如您無法閱讀或理解英文, 請閱讀翻譯版本。

메모: 이 문서에는 중요한 내용이 들어 있습니다. 영어를 잘 모르시면 영어를 아는 분에게 번역을 부탁드립니다.

تذکر: این سند حاوی اطلاعات مهمی است. اگر زبان انگلیسی نمی‌دانید و متوجه نمی‌شوید، خواهشمند است بخواهید آن را برای‌تان ترجمه کنند

Please be advised that the **2021 Annual General Meeting (AGM)** of the University Neighbourhoods Association (UNA) will be held on **Wednesday, September 29, 2021, immediately after the 2020 Annual General Meeting.**

The notice and agenda for the **2020 AGM** can be found on the UNA website at myuna.ca/agm.

The UNA Board of Directors has determined that the 2021 AGM will be convened through video conference (Zoom), and members may vote on the motions either **online** (by virtual raising of hands during the Zoom meeting) or **by proxy** (appointed proxy holders will have a weighted vote).

AGENDA

Richard Watson, Chair

The following business will be conducted at the 2021 Annual General Meeting:

A. Introduction

1. Review of Meeting Procedure
2. Motion to Adopt the Agenda

B. Reports

1. Chair's Report
 - a. Question and Answer Period
2. Finance and Audit Committee Report
 - a. Question and Answer Period
3. Presentation of UNA Financial Statements for the Fiscal Year Ending March 31, 2021
 - a. Question and Answer Period

- b. Motion to Appoint an Auditor to Hold Office Until the Next AGM
4. UBC Presentation on Neighbours' Fund
 - a. Question and Answer Period
5. Chief Administrative Officer's Report
 - a. Question and Answer Period

C. Other Business

D. Question and Answer Period

E. Motion to Adjourn

HOW TO JOIN THE MEETING

UNA Members will receive a link to join the virtual AGM through their email addresses on file with the UNA. We encourage members to sign in to their UNA Accounts to ensure that their email addresses are correct.

- To manage your UNA Membership, log in to your UNA Account at myuna.ca/login.
- If you need assistance with your login information, please email support@myuna.ca.

WAYS TO VOTE

UNA Members may vote on the motions either **online** (by virtual raising of hands during the Zoom meeting) or **by proxy** (each appointed proxy holder will have a weighted vote that will be announced at the beginning of the AGM).

ONLINE

1. During the virtual AGM, the mover of the motion will read the motion and the Chair will announce the start of voting.
2. For a more efficient counting of votes, only members who would like to vote **against the motion** or **abstain** will be asked to vote.
3. Members who wish to vote **against the motion** or **abstain** will click on the 'raise hand' button on their Zoom console when prompted by the Chair.
4. Once the Chair has finished counting the raised hands, the votes will be tallied, checked against the total number of eligible votes for the meeting and then the results will be announced.

BY PROXY

Completing Your AGM Proxy Form

In order to cast your vote by proxy at the AGM, please print and sign the proxy form on page 3. The proxy form entitles the nominated proxy holder to cast your vote.

To help facilitate the voting process, we recommend that you name one of the following directors as your proxy holder and another as your alternate proxy holder:

PROXY HOLDER	EMAIL
Zheng (Jane) Kang <i>Elected Resident Director</i>	jane.kang@myuna.ca
Bill Holmes <i>Appointed Resident Director</i>	bill.holmes@myuna.ca
Murray McCutcheon <i>Elected Resident Director</i>	murray.mccutcheon@myuna.ca
Terry Mullen <i>Elected Resident Director</i>	terry.mullen@myuna.ca
Richard Watson <i>Elected Resident Director</i>	richard.watson@myuna.ca

Submitting Your Proxy Form to a UNA Director Listed Above

After completing your proxy form, it must be deposited with the UNA prior to the meeting by the following methods:

In Person Through a UNA Director

1. Please coordinate with your chosen UNA Director proxy holder to facilitate pick-up or drop-off of your completed proxy form.
2. The UNA Director will be responsible for submitting it to the UNA by 4:30 p.m., September 29, 2021.

By Drop Box

1. Deposit your completed proxy form by 4:30 p.m., September 29, 2021 in one of the drop boxes at the following locations:
 - **Wesbrook Community Centre** at 3335 Webber Ln.
 - **Old Barn Community Centre**, 6308 Thunderbird Blvd.
 - **UNA Main Office** at 202-5923 Berton Ave.
2. Please check our website at myuna.ca/facilities for the hours of operation of each location.

By Email

1. Scan your completed proxy form and email it to a UNA Director proxy holder.

2. The UNA Director will be responsible for submitting it to the UNA by 4:30 p.m., September 29, 2021.

By Fax

1. Fax your completed proxy form to:

Fax Number: **604-827-5375**
Attention: **Sundance Topham, CAO**
2. Deadline for fax submission is 4:30 p.m., September 29, 2021.

By Mail

1. Enclose your completed proxy form in an envelope and mail to:

UNA Main Office
202-5923 Berton Avenue
Vancouver, BC V6S 0B3
2. Please allow time for mailing. The mailed-in proxy form must be received by the UNA before 4:30 p.m., September 29, 2021.

Submitting Your Proxy Form to a Non-UNA Director

1. Your chosen proxy holder must be a UNA Member.
2. Please coordinate with your chosen proxy holder to facilitate pick-up or drop-off of your completed proxy form.
3. The proxy holder will be responsible for submitting the completed proxy form to the UNA by 4:30 p.m., September 29, 2021.
4. Proxy holders must contact the UNA ahead of time to ensure that their votes are weighted properly. Please visit myuna.ca/agm for more information.

FAQs

Can I attend the AGM in person?

There is no in-person meeting. Members attend through video conference (Zoom) and vote online or by proxy only. Proxyholders also vote online.

Where can I find a copy of the UNA's audited financial statements for fiscal year ending March 31, 2021?

Please visit myuna.ca/agm to download a copy of the audited financial statements.