

The AUArts Board of Governors will conduct all meetings going forward using an online software program, Microsoft Teams. The online meeting protocol below outlines the responsibilities and obligations for observers participating in the online meetings.

Please note the Board of Governors agenda is posted to the AUArts website approximately seven (7) calendar days in advance of a meeting for your review and to determine if you would like to observe a Board meeting.

1. Prior to the Meeting

- a. Please ensure you have the Teams desktop client installed on your device, as the web version lacks some important functionalities. Please download the application [here](#).
- b. AUArts Computer Technology Services have developed a [Basic Setup](#) article to help you with MS Teams. If you are having difficulty, please contact the help desk at helpdesk@auarts.ca or call 403-338-5555, email is preferred.

2. Confirm your Attendance for each Board of Governors Meeting

- a. **IMPORTANT:** Please confirm your attendance as an observer for each Board meeting with the Board Secretary by emailing boardofgovernors@auarts.ca.
- b. Observer emails **MUST BE RECEIVED 24 HOURS IN ADVANCE OF THE START OF THE BOARD MEETING.**
- c. By 10:00am on the day of the Board meeting, each observer will receive a link to the Board Teams meeting.

3. Prior to the Start of the Online Meeting

- a. Please join the Board Teams site using the link provided.
- b. The Board online meetings will be open 15 minutes before the start time noted on the agenda. This extra time will ensure you are set up for video and audio correctly.
- c. If you arrive late, please send a note on the MS Teams chat feature - directly to Andrea Power - to indicate you are now in the meeting.
- d. Once you are connected to the meeting, please **MUTE** your microphone and ensure your video is off for the entire meeting; except for the Board Chair roll call. This is very important as background noise can be disturbing to the entire membership and delay the meeting.
- e. The Chair will do a role call to confirm attendance - including observers - before the start the meeting. Please unmute to respond verbally when the chair calls your name.

4. Participation During the Meeting: Observers are not able to participate in a meeting and must remain silent.

5. Technical Issues During the Meeting: If you have technical issues during the Board Teams meeting, please contact the help desk at helpdesk@auarts.ca or call 403-338-5555.

6. End/Leave Meeting: Meeting attendees leave the meeting by using the **LEAVE MEETING** icon at the bottom right of the control bar in the middle of your screen.