



AGM/Virtual Convention

Committee Report 2021



K.Gallagher, N.Papiez , N.Bell, J.Bennoch, L.huffman, J.Murdoch, J.drummond,S.Rondeau, J.Cartier

RWTO/OERO rwto.org

AGM/Virtual Convention Committee Report 2021



Committee Report Table of Contents Content

Title		Pg. #
1. Convention Convenor's Report	<ul style="list-style-type: none"> • Introduction • Convention Promotions • Virtual Song Project • Keynote Address 	2-4
2. Treasurer's Report		5-6
3. Registration		7-8
4. Entertainment		9
5. Virtual AGM Procedure		10
6. Workshops and Special Events		11-13
7. Tours		14
8. Prizes		14
9. Hospitality		15
10. Convention Evaluation		15
11. Recommendations		15
12. Samples of Supporting. Materials	a) Donation Letters b) Schedule of Events c) Sample Agenda d) Delegate Practice Session Notes e) Guidelines for Hotline Volunteers f) Registration Summary g) Copy of Evaluation Form	16-35

AGM/Virtual Convention Committee Report 2021



1. Convention Convenor's Report

Introduction

- After consultation with the board and realizing the Pandemic wouldn't allow for an in person, a Convention Committee was approved at the September 2020 Board Meeting
- Members of the committee included –
 - Kathy Gallagher -Chair
 - Nancy Papiez- President
 - Nancy Bell- 1st Vice President
 - Judith Bennoch -Program Co-Ordinator
 - Suzanne Rondeau -Secretary
 - Judy Drummond- 2nd Vice President
 - Linda Huffman- Executive-Secretary Treasurer
 - Jan Murdoch- Communications Convenor Newsletter
 - Jane Cartier – Parliamentarian
 - Ethan Snook – AV Support
- Theme for the Convention suggested by Nancy Papiez was established- “Staying Connected”
- A logo was created by Kathy Gallagher and approved by the committee (see top right corner of heading)
- After researching various platforms such as Google Meet, Teams and Zoom a decision was made by the Convention Committee to use the Zoom Platform
- Two password protected pages-one for the delegates and another for members were created on the rwto.org website
- These pages provided the registration links for each event
- The Zoom meeting format was used for the AGM
- Zoom Webinars were used for the presentations
- Sequence of development of Virtual Convention; started meeting weekly on October 8th (See Sample Agendas below)
- Zoom platform being new to all, meant practice sessions for all events and activities needed to be setup
- A timeline was established for the completion of specific projects
(see Schedule of Events samples)
- Judith Bennoch and Kathy Gallagher provided scheduled practices
- A practice session with the full Board of Directors was held at a Meeting on November 26th to review all the aspects of the Zoom platform that would be used during the convention
- Scheduling of Events for the Virtual Convention was done to parallel all events of an In Person convention as much as possible
- The presentation of Awards, the Installation of the new board, In Memoriam, and the Over 90's – were all live, and scheduled for Thursday afternoon
- Zoom recordings were made each day to be used for creating highlights of the convention

AGM/Virtual Convention Committee Report 2021



- Voting during the AGM was done using polling on the Zoom platform
- Technical support was provided during the convention through an established Hotline group
- Technical Support-Ethan Snook was hired to assist with:
 - Creating a script for the convention
 - Assisting with software during the AGM and webinars eg. admitting delegates into the zoom meeting or webinar, adjusting sound and video when needed, spotlighting members etc.
 - Creating short video intros for events
- Following the convention Zoom recordings were edited and made into video clips to show the highlights of the convention
- The Highlights were posted on the rwto.org website

2. Convention Promotions

- A brochure that was usually produced for a convention was created in a digital format and posted on the rwto.org website and in the March Connections
- A general program was posted in the March Connections listing the events
- **Save the Date video was created by Nancy Papiez**
- The **Call to Convention** was set up on the website in March and was included in the **March Connections Newsletter**
- Promotions were created and posted for the rwto.org website and social media (Facebook and Instagram)
- Updates of promotions were created and posted using [Poster My Wall](#) on the rwto.org website and social media in monthly intervals. Promotions were created for:
 - Joe Pillitteri,
 - Liverpool4,
 - the workshops and special events



AGM/Virtual Convention Committee Report 2021



3. Virtual Song Project

- Suggestion of creating a Virtual Song was made at an October meeting of the Convention Committee with the song 'Who Loves You' by the Jersey Boys chosen by the Convention Chair
- Judith Bennoch took on the role of Project Coordinator and sought out supports
- Lisa Brillon, a vocal teacher and professional singer volunteered to record the 4 parts of the song and recommended contacting Ethan Snook, a young man with some experience in sound and video production to assist
- In December 2021 a call for participants was sent out to all Branches
- A total of 31 participants were identified and received their vocal recordings and instructions in early January 2022
- All videos were received by Ethan for editing by mid-February
- The detailed work of putting together and editing the final product was completed by Ethan, a colleague Kyle and Judith by the end of March
- A 'premier' viewing and celebration was scheduled just prior to convention for all of the participants, Convention Chair and production crew
- 'Who Loves You' by the Jersey Boys was presented to Open the Convention on Tuesday morning and as the Closing on Thursday afternoon and enjoyed by all
- Most participants indicated they would be willing to participant in this type of activity again
- Should this type of project be considered in the future, a recommendation would be to use a song that was not quite so complex. Time to complete could be reduced significantly.

4. Keynote Address

- President Nancy Papiez delivered a live Keynote address to open the convention on the Tuesday morning following the virtual song
- Keynote address is still available with this url:
<https://vimeo.com/manage/videos/561421133>



AGM/Virtual Convention Committee Report 2021



5. Treasurer's Report – Linda Huffman

Budget Process

- Due to an unprecedented virtual convention, there was much uncertainty with the costs involved.
- At the September 2020 Board of Directors meeting, the Convention Committee had drafted a budget following the format of previous conventions.

FINANCIAL SUMMARY - as of Aug. 31, 2021

INCOME

-Virtual Convention started with \$16,857.04 which was returned by Sault Ste. Marie (\$8,000 Support plus Provincial loan of \$10,000 minus Sault Ste. Marie's spent expenses of \$1,142.96).

-Received \$2,300 in donations (Manulife-\$1,800 plus OECTA-\$500)

Total income = \$19,157.04

EXPENSES

-Entertainment costs, \$2,744.17 (Convention song, comedian, band)

-Workshop Honorariums, \$150.00 (\$25 x 6)

-Online related costs, \$6,012.39 (Web Consultant, Technical costs, Zoom Webinar)

-Other Costs, \$1,052.92 (Over 90's certificates, Spin Draw Gift Certificates, Office Supplies)

Total expenses to date - \$9,959.48.

AGM/Virtual Convention Committee Report 2021



Financial Statement

RWTO/OERO Provincial Convention 2021 Financial Statement - Actuals vs. Budget					
As of Aug. 31, 2021					
			Year-to-date Actuals	Budget	Over/(Under) YTD Budget
REVENUES					
RWTO/OERO					
	Convention Support - \$8000				
	Less expenses incurred by Sault Ste. Marie (\$1,142.96)		\$ 6,857.04	\$ 6,857.04	\$ -
	Provincial 1st Advance		\$ 5,000.00	\$ 5,000.00	\$ -
	Provincial 2nd Advance		\$ 5,000.00	\$ 5,000.00	\$ -
	Total		\$ 16,857.04	\$ 16,857.04	\$ -
Other Income					
	Manulife Support		\$ 1,800.00	\$ 1,800.00	\$ -
	ETFO Support			\$ 1,000.00	\$ (1,000.00)
	OECTA Support		\$ 500.00		\$ 500.00
	Total		\$ 2,300.00	\$ 2,800.00	\$ (500.00)
	Total Revenues		\$ 19,157.04	\$ 19,657.04	\$ (500.00)
EXPENSES					
Entertainment					
	Convention Song		\$ 844.17	\$ 1,000.00	\$ (155.83)
	Comedian - Joe Pillitteri		\$ 500.00	\$ 500.00	\$ -
	Band - Liverpool 4		\$ 1,400.00	\$ 1,400.00	\$ -
	Total		\$ 2,744.17	\$ 2,900.00	\$ (155.83)
Workshops					
	Cooking Workshop		\$ 25.00	\$ 83.33	\$ (58.33)
	Insurance Workshop		\$ 25.00	\$ 83.33	\$ (58.33)
	Treasurer's Workshop		\$ 25.00	\$ 83.33	\$ (58.33)
	Genealogy Workshop		\$ 25.00	\$ 83.33	\$ (58.33)
	Wine & Cheese Pairing		\$ 25.00	\$ 83.33	\$ (58.33)
	Membership Workshop		\$ 25.00	\$ 83.35	\$ (58.35)
	Total		\$ 150.00	\$ 500.00	\$ (350.00)
Virtual Tours					
	Tour 1		\$ -	\$ 100.00	\$ (100.00)
	Tour 2		\$ -	\$ 100.00	\$ (100.00)
	Tour 3		\$ -	\$ 100.00	\$ (100.00)
	Tour 4		\$ -	\$ 100.00	\$ (100.00)
	Fashion Show		\$ -	\$ 100.00	\$ (100.00)
	Total		\$ -	\$ 500.00	\$ (500.00)
Online Related Costs					
	Web Consultant @ \$84.75		\$ 1,843.32	\$ 2,000.00	\$ (156.68)
	Zoom Webinar		\$ 1,264.10	\$ 1,000.00	\$ 264.10
	Technical		\$ 2,825.00	\$ 1,000.00	\$ 1,825.00
	Other		\$ 79.97		
	Total		\$ 6,012.39	\$ 4,000.00	\$ 2,012.39
Other Costs					
	Printing-Voting cards, Thank you cards w/logo		\$ -	\$ 200.00	\$ (200.00)
	Prizes/Giveaways-gift cards, mementos, attendance prizes		\$ 435.00	\$ 2,000.00	\$ (1,565.00)
	Additional Activities-Games e.g. Bingo, purse game		\$ -	\$ 500.00	\$ (500.00)
	Office Supplies		\$ 193.04	\$ 1,000.00	\$ (806.96)
	Logo & Call to Convention		\$ -	\$ -	\$ -
	Miscellaneous		\$ 424.88	\$ 1,300.00	\$ (875.12)
	Total		\$ 1,052.92	\$ 5,000.00	\$ (3,947.08)
	Total Expenses		\$ 9,959.48	\$ 12,900.00	\$ (2,940.52)
NET TOTAL (REVENUES LESS EXPENSES)			\$ 9,197.56	\$ 6,757.04	\$ 2,440.52

AGM/Virtual Convention Committee Report 2021



6. Registration

- All Registration was done online using the Zoom platform
- Registration was available on 2 password protected pages: one for the delegates and the other for open events so that any member could attend at no cost
- AGM sessions were set up with individual registration for each session providing individual links for all three meeting sessions – Tuesday, Wednesday and Thursday mornings
- A Meeting Format licensed for 500 was used as there would be more than 100 participants in these sessions
- All other components of the convention were set up with individual registration for each event providing individual links for each event
- The Webinar format licensed for 500 was used to accommodate the larger numbers expected for the Entertainment, Opening and Closing Events
- Some Workshops had a maximum number of participants which was accommodated and set up when creating the Zoom meeting
- Tours, Fashion Show and Jerusalema Challenge also used the Webinar format
- Two Webinar licences were necessary to facilitate registration for events happening at the same time – Kathy Gallagher and Judith Bennoch had these licences and met together to identify the number of Registrations required and to assure continuity in the Registration process.
- Registration information required was customized to meet our purposes and included: First Name, Last Name, Phone, Email, Branch Name or Position – if a Board member
- Registration Information was sent to all Delegates by the Program Coordinator providing the necessary instructions to register for all events on the Password Protected page for Delegates on the rwto.org website. Links to take the Delegates directly to where they could register were also included.
- Registration information for RWTO/OERO Members was sent out to all Branch Presidents to share with their membership by the Program Coordinator providing the necessary instructions to register for all OPEN events on the Member Password Protected page on the rwto.org website. Links to take the Members directly to where they could register were also included.
- The timeline for the posting of information on the rwto.org website and the emails being sent out, was coordinated between the Communications Website Convenor and Program Coordinator to be sure the information was the same
- The Zoom platform includes the ability to create a report of the number of people registered for each event during the registration period.

AGM/Virtual Convention Committee Report 2021



- There was no cut-off date for registrations and people were registering for events right up to just before an event began.
- Kathy Gallagher and Judith Bennoch provided support to Delegates and Members as needed
- NOTE: When creating the Zoom meetings/webinar there is no need to build in time for setup or Practice sessions. As we were not aware of this at the time when we needed to create the Registrations, we added additional time that was not needed. Schedule the meetings/webinars for the exact time to avoid participant confusion. A message about this was shared by the Convenor at the end of each session once we were aware of it, but it still did create some confusion and people arriving early and having to wait for events to start. Part of the learning curve when something has not been done before.
 - **Judith Bennoch –Program Co-ordinator** sent out regular and very detailed emails updating the Area Directors and Presidents on specific directions as to how to register for the convention.



AGM/Virtual Convention Committee Report 2021



6. Entertainment

- Committee members identified that the Entertainment on Tuesday and Wednesday evenings should be accessible to all RWTO/OERO members, uplifting, and approximately a half hour in length
- Many members brought forth suggestions and the final decision at the end of October was to hire Comedian, Joe Pillitteri for Tuesday evening and The Liverpool4 Beatles Tribute Band for Wednesday evening
- As I had brought these possibilities to the committee, I became the contact for for both of these events
- Negotiations were completed and contracts agreed upon and confirmed in November
- Both Entertainers were requested to provide a video to be used as promotion on our Website and social media with Kathy Gallagher preparing the final product for posting
- The Comedian, Joe Pillitteri's promo was shared in January 2022 and the Liverpool4 Beatles Tribute Band in April 2022
- As the Comedian was to be a 'live' presentation if was necessary to create an audience. Board members were asked to become Panelists for this webinar and were able to be seen by Joe but not by the audience providing the feedback he required. A Webinar format for a maximum of 500 was used.
- A practice session was held prior to the event taking place to identify everyone's roles and included additional technical support person Ethan Snook. The presentation was approximately 35 minutes.



format for a maximum of 500 attendees was used and a practice session Jerry Boyer, myself and Ethan Snook, technical support for that evening.

- Both evenings were successful – with some in attendance not even realizing The Liverpool4 performance was not 'live'.

AGM/Virtual Convention Committee Report 2021



7. Virtual AGM Procedure

Training for all Delegates (both Board and Branch)

- When information regarding choosing delegates for Convention 2021 was first sent out by email to branch presidents in January 2022, it was identified that since this would be Virtual Convention, branches should consider the comfort level of their members in the use of Zoom, as well as their access and comfort using a computer when selecting delegates
- It was also suggested that Branches consider identifying for themselves an additional delegate as a substitute in case a delegate was unable to fulfill the role at the last minute
- As holding an AGM virtually was a new experience Practice Sessions were scheduled for all Delegates in preparation and to ensure a comfort level for delegates to actively participate in discussions, etc.
- Practice Sessions included information relating to preparing your device and home environment, an overview of how to use Zoom and it's features for various components of the AGM and in particular 'renaming themselves on the screen, voting using Polls, the use of Chat to request the opportunity to speak, etc. Please see the Supporting Materials for a summary of the content covered in these sessions.
- 7 one hour sessions were scheduled with a maximum of 25 participants at each session
- Board members received additional training at a special Board meeting and Technical Rehearsals
- Additional sessions were scheduled for those involved in special presentations ie Awards, In Memoriam, Installation Service
- Scripting was created to support Board members involved in these more complex activities Training of Supporting Personnel
- Supporting Personnel were invited to the Special Board meeting and tech rehearsals as well as additional training provided for the Steering Committee in relation to the use of **Break Out** rooms - which were included in the AGM setup to be used as needed by the Steering Committee
- Ongoing communication with the Branch Presidents and Delegates was necessary to be sure that everyone received all the information required. Please see the Convention Timelines document attached for details.

Support and Practice Sessions

- Practice sessions were scheduled on Zoom for all volunteers introducing and thanking the presenters for all workshop and special events. A script was created by Judith Bennoch to support the volunteers and provide a consistent process. All of these events were in a Webinar format.

Convention Hotline Telephone

- Hotline telephone volunteers were created to address problems during the Convention
- **Hotline Volunteers:** Linda Huffman, Hénédine Weiman and Mardie Panabaker.
- Purpose of the hotline was to assist delegates and members with various types of connection problems (**refer to the included Guidelines sample**).

AGM/Virtual Convention Committee Report 2021



9. Workshops and Special Events

*NOTE: Titles of workshops are linked to videos used for Highlights of Convention 2021
All workshops and Special Events were hosted by a volunteer who provided the introduction
and thank you of the presenter and supported the question-and-answer process.*

P.R. by Hope Leon

- The what, why, how, when, where and who of Public Relations for RWTO/OERO
- Purpose to boost membership in our organization
- Why: to spread information about RWTO/OERO
- To give exposure to our organization
- To create public awareness of our organization
- To communicate news items
- To boost membership

Colour Coding in Genealogy by Jan Murdoch

- Blue, green, red & yellow are universal colours in all areas
- Colour codes enables us to work together
- Blue: Grandfather (paternal)
- Green: Grandmother (paternal)
- Red: Grandfather (maternal)
- Yellow: Grandmother (maternal)
- Advantages: surname is improved, universally accepted & enables collaborative research

Jan proposed establishing a RWTO/OERO Genealogy Zoom group

Strawberry Season by Judy Drummond

Easy Desserts

- poke cake, strawberry cool whip pie, fresh strawberry pie with Jell-O, strawberry crumb bars
- Chocolate covered strawberries

Hors d'oeuvres

- Using Siljans- fill with a crab mixture or cream cheese & pepper jelly
- Rolled ham with cream cheese & dilled asparagus

AGM/Virtual Convention Committee Report 2021



Wander, Food and Wine by Stephanie Piche

- Glasses for different wines
- White wine – any glass
- Red wine – big bottom (gets more oxygen into the glass)
- Bubbling wine – tall skinny glass
- Always use a stemmed glass so your hand does not warm up the wine
- Do not put ice in the wine
- Testing wine – look at colour, sniff, add oxygen & take another sniff, take sip for first taste and lastly then take second sip

Hospital and Homecare Claim Form by Terry Kennedy

- Manulife has sent all members their Manulife Card
- Plan number and your personal ID number is on this card
- The policy is all online with user friendly language
- Five step process to submit claim online
- 1) add plan number
- 2) claim type
- 3) service provider
- 4) claim details- date, cost, upload receipt
- 5) review claims & add bank details(optional) & receive confirmation by email
- Easy access to your yearly claims

Treasurer's Workshop by Linda Huffman

- Submitting branch remittances for provincial using Excel and PDF
- How to complete a bank reconciliation in preparation of branch financial statements Step by step instructions were given
- Samples were screen shared
- There was question period at the end of the workshop

AGM/Virtual Convention Committee Report 2021



Special Events

Fashion Show

- Contact made with Anne Waters owner of the store "Anne's on the Avenue"
- Anne Waters agreed to tape a special "Wine, Women and Fashion Show" for the Convention
- Suggestions were made for the taping such as aspect ratio being 16:9 of video to allow for optimal showing on the day of the Convention
- After several follow up phone calls with Anne Waters and her videographer an agreement was made to tape the show a week in advance of the Convention
- Taping not received until the day of the convention at 1:00 pm
- No time to review the video which resulted in a very poor sound quality from the taping
- Tried to improve the sound for the Highlights of the Convention posted on the rwto.org website

Jerusalema Challenge - (Wednesday June 2, 2021 at 4:00 pm) Mardie Panabaker

Group Included:

25 dancers,

2 on the production team: Tech Kathy Gallagher, Director Mardie Panabaker

Participants represented 10 branches:

Hamilton-Wentworth, St. Catharines, Peel North, Central Algoma, East Parry Sound, Rendezvous, Cambridge, London, Burlington, Windsor-Chatham.

Zoom Rehearsal - May 6, '21, 2:00 pm

Zoom Taping - May 18, '21, 2:00 pm -

Branches in Central Algoma and East Parry Sound submitted their own tapes.

Tapes edited by Mardie Panabaker



Convention presentation included:

- RWTO/OERO Jerusalema tape and
- 2 Jerusalema tutorial tapes from YouTube.
- host Judith Bennoch
- hostess Marion Kelly
- presenter Mardie Panabaker

AGM/Virtual Convention Committee Report 2021



10. Tours

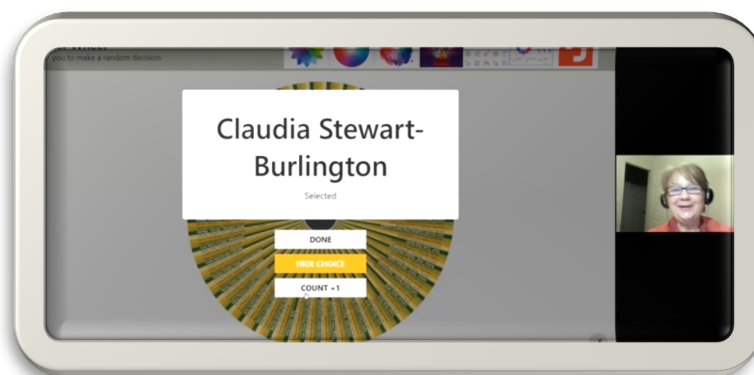
*****names of tours are linked to their videos

As part of the entertainment/tours for the Convention 2021,

- 4 virtual travel tours were made available for the participants.
- The vehicle of choice was YouTube videos created by Rick Steves
- Two of the selected tours were International Destinations and the other two were Canadian Destinations.
- International Tours: [Northern Ireland](#) and [Egypt Yesterday and Today](#)
- Canadian Tours: [Rocky Mountaineer](#) and [The Wild North](#)

11. Prizes

- The Budget committee presented a report to the Convention Committee outlining a recommended budget line for all of the special draws, prizes and honorariums.
- This included 3 Registration prizes for Delegates and 3 for Members which were announced by the President on Tuesday morning following the Opening Session. Winners were identified using the Registration information provided by the Program Coordinator.
- Attendance prizes were scheduled throughout the convention and consisted of Gift Cards and 4 free Provincial Memberships
- These took place following each AGM Session and following the entertainment on Tuesday and Wednesday evenings
- Committee member Suzanne Rondeau facilitated all draws using a 'Spin Draw' format and recorded all winners. Winners were to be contacted and sent their gift card prize following the convention
- url for spin draws:
<https://pickerwheel.com/>
- Honorariums were provided for all Workshop presenters, Tour organizer, and Virtual Song individual parts recorder. Gift Cards and a Thank You notes mailed by Committee Member, Nancy Bell.



AGM/Virtual Convention Committee Report 2021



12. Hospitality – Online Chat

- After a request was made to allow the webinar to continue Thursday afternoon members remained to chat with one another
- Upon reflection it would have been a good idea to do this at the end of each day
- This made the Convention end on a high note

13. Convention Evaluation

- An evaluation survey was created using Zoom (be sure to save the original draft of your survey for later use and reporting)
- Rating scale established was 5 for most the satisfied and 1 for the least satisfied
- Evaluation took place right at the end of the convention
- The evaluation survey would pop up when an individual left the webinar
- A report was generated by Zoom with the evaluation results
- Overall comments were very positive

14. Recommendations

- In preparing a virtual convention always save copies of any materials created as you go along
- Keynote Address for Delegates and Members for all Conventions (Live for Virtual and Pre-recorded for In-Person)
- Live streaming of parts of the Convention accessible to all members (any additional costs associated to be covered by Provincial and not the Convention Budget)
- There should be aspects of the Convention accessible to all members (recognizing that there may be a small fee involved)
- Information in the AGM Report Booklet to be included in the Convention Handbook
- Use of social media for promoting aspects of the Convention (Website, Facebook, Instagram) Convention Committee Agendas 2021
- Using e-gift cards for prizes, saves on postage and there will be a receipt available online
- Allow members to have a live chat with each other at the end of each day
- Provide breakout rooms for chatting with members with their own and other branches
- As no budget line was included in the 2021 Convention Budget for Volunteer Appreciation, the recommendation is that the Committee Members be hosted at a dinner on the Monday evening before the 2022 Convention, and that the costs related to the dinner and hotel be covered by the excess funds remaining in the Convention 2021 budget

AGM/Virtual Convention Committee Report 2021



15. Samples of Supporting Materials

a) Donation Letters

Manulife Letter



RWTO/OERO

Retired Women Teachers of Ontario/Organisation Des Enseignantes Retraitées De L'Ontario

65th Annual Convention June 1 - 3, 2021

Virtual Presentation via Zoom

Linda Huffman, Convention Treasurer Email – info@rwto.org Phone – 877-607-6696

Manulife Insurance
Attn: Terry Kennedy

Dear Terry,

As you are aware, Covid-19 has cancelled most events around the world in 2020. We have had to adapt to new ways of continuing on with our lives. The distancing measures have made it especially difficult for non-profit groups, like the Retired Women Teachers of Ontario (RWTO/OERO) to continue to enjoy their camaraderie. Social interaction is so important but gathering in large groups is not a viable option for our membership.

We will not let this stop us from celebrating our 65th Annual Convention. The RWTO/OERO Provincial Board will be hosting our 1st Virtual Convention, June 1 - 3, 2021. An Ad Hoc Convention Planning Committee has been meeting weekly.

Our theme is "Staying Connected, Embracing Technology". Our intent is for Convention 2021 to follow our in-person format as closely as possible. The registered Delegates and Visitors will participate in a variety of activities as well as attend the Annual General Meeting. This will include interesting and informative webinars, workshops – including an Insurance Workshop, entertainment, and tours.

We would like to thank you for your past support. On behalf of the Convention Planning Committee, I am writing today to request that Manulife consider assisting us again this year with a monetary donation. The participation of Manulife will be announced at the convention and also be included in print. As always, your assistance would be greatly appreciated. Looking forward to hearing from you at your earliest convenience.

Regards,

Kathy Gallagher
Convention Convenor
Convention 2021 Committee
RWTO/OERO Communications Website Convenor

Linda Huffman
Treasurer
Convention 2021 Committee
RWTO/OERO Provincial Secretary-Treasure

AGM/Virtual Convention Committee Report 2021



ETFO Letter



RWTO/OERO

Retired Women Teachers of Ontario/Organisation Des Enseignantes Retraitées De L'Ontario

65th Annual Convention June 1 - 3, 2021

Virtual Presentation via Zoom

Linda Huffman, Convention Treasurer Email – info@rwto.org Phone – 877-607-6696

To ETFO

The Retired Women Teachers Organization (RWTO/OERO) has been active in the province since 1956. It provides a forum whereby retired women teachers can come together for social interaction, stimulating programs, emotional support, friendship, and community outreach.

RWTO/OERO, The Retired Women Teachers of Ontario /Organisation Des Enseignantes Retraitées De L'Ontario, will be holding its 65th Annual Convention virtually online on June 1, 2, and 3, 2021. We are breaking new ground for our Provincial Board and our members across the province. Even in retirement teachers demonstrate their flexibility and ability to be life-long learners. Our 2021 Convention theme is 'Staying Connected, Embracing Technology'. This theme exemplifies the needs of our organization and its members this year. It is very important for us to be able to continue to provide opportunities to connect with our members and provide some social experiences through the use of technology.

Approximately 150 women from across Ontario will be attending the Annual General Meeting and in addition up to 500 of our members will be able to enjoy the online live entertainment, workshops, tours and webinars.

An Ad Hoc Convention Committee comprised of members of the Provincial Board of RWTO/OERO will be hosting this event that we are trying to emulate our normal 'in person' convention as much as possible. We would appreciate any financial donation that could be used to offset the costs for attendance prizes, or the convention memento we are planning to mail out to all delegates prior to the convention.

Your contribution will be gratefully accepted and will be acknowledged in our printed and electronic materials.

Please visit our web-site (www.rwto.org) to learn more about our organization.

Please do not hesitate to contact me if you have further questions.

Looking forward to your support.

RWTO/OERO Convention 2021 Planning Team

RWTO/OERO Provincial Office

c/o Linda Huffman

2736 Twelfth Concession

Tecumseh, ON N8N 0H9

AGM/Virtual Convention Committee Report 2021



OECTA Letter



RWTO/OERO
 Retired Women Teachers of Ontario/Organisation Des Enseignantes Retraitées De L'Ontario

65th Annual Convention

June 1st, 2nd & 3rd, 2021

Convention Treasurer – Linda Huffman Email – info@rwto.org

Ontario English Catholic Teachers' Association

Email: contact@catholicteachers.ca

Attn: David Church, General Secretary

Dear David,

The Retired Women Teachers of Ontario/Organisation Des Enseignantes Retraitées De L'Ontario (RWTO/OERO) has been active in the province since 1956. It provides a forum whereby retired women teachers can come together for social interaction, stimulating programs, emotional support, friendship, and community outreach.

The pandemic made 2020 a difficult year and I believe 2021 will also be a challenge, but we must learn to adapt and proceed in a different manner. RWTO/OERO will be holding its 65th Annual Convention virtually online on June 1, 2, and 3, 2021. We are breaking new ground for our Provincial Board and our members across the province. Even in retirement, teachers demonstrate their flexibility and ability to be life-long learners.

Our 2021 Convention theme is 'Staying Connected, Embracing Technology'. This theme exemplifies the needs of our organization and its members this year. It is particularly important for us to be able to continue to provide opportunities to connect with our members and provide some social experiences using modern technology.

I am writing to request that OECTA possibly consider assisting us this year with any financial donation that could be used to offset the costs (e.g., attendance prizes, mailing out convention mementos, hosting informative webinars and workshops, etc.) for this event. Any contribution would be gratefully accepted and will be acknowledged in our printed and electronic materials.

Please visit our website (www.rwto.org) to learn more about our organization.

If you have any further questions, I can be reached at info@rwto.org or by phone at our toll-free number 877-607-6696.

Looking forward to hearing from you at your earliest convenience.

Regards,

RWTO/OERO Convention 2021 Planning Team

RWTO/OERO Provincial Office

c/o Linda Huffman

Executive Secretary-Treasurer

2736 Twelfth Concession

Tecumseh, ON N8N 0H9

AGM/Virtual Convention Committee Report 2021



b) Schedule of Events

*****posted on the website on a password protected page

TUESDAY JUNE 1, 2021	
8:45 AM– 9:30 AM	Opening Virtual Song and Keynote Address  REGISTRATION DIRECT WEBINAR LINK
9:30 AM – 12:00 PM	Annual General Meeting (AGM) REGISTRATION DIRECT MEETING LINK
DELEGATE WORKSHOPS	
1:30-2:30 PM	Strawberry Season Cooking with Judy Drummond <i>Registration limited to the first 45</i> REGISTRATION DIRECT WEBINAR LINK
1:30-2:30 PM	 The Hospital and Home Care Claim Form Workshop – Terry Kennedy <i>Registration limited to the first 45</i> REGISTRATION DIRECT WEBINAR LINK
2:45-3:45 PM	Treasurer’s Workshop -Linda Huffman <i>Registration limited to the first 25</i> REGISTRATION DIRECT WEBINAR LINK
2:45-3:45 PM	Using Colour Coding to Enhance Genealogy Research– Jan Murdoch Registration limited to the first 25

AGM/Virtual Convention Committee Report 2021



4:00 -5:00 PM Wander Food and Wine -Stephanie Piché
Registration limited to the first 45
[REGISTRATION](#) [DIRECT WEBINAR LINK](#)

4:00 – 5: 00 PM Let’s Do P.R. – Hope Leon
Registration limited to the first 45
[REGISTRATION](#) [DIRECT WEBINAR LINK](#)

EVENING ENTERTAINMENT

7:00 PM
 Live with Comedian Joe Pillitteri
[REGISTRATION](#) [DIRECT WEBINAR LINK](#)

WEDNESDAY JUNE 2, 2021

8:45 am – 12:00 PM Annual General Meeting (AGM)
[REGISTRATION](#) [DIRECT MEETING LINK](#)

VIRTUAL TOURS *Explore a Destination, Plan a Future Adventure*

1:30 -2:30 PM Canada: Rocky Mountaineer
[REGISTRATION](#) [DIRECT WEBINAR LINK](#)

1:30 -2:30 PM International: Northern Ireland
[REGISTRATION](#) [DIRECT WEBINAR LINK](#)

2:45 – 3:45 PM Canada: The Wild North
[REGISTRATION](#) [DIRECT WEBINAR LINK](#)

AGM/Virtual Convention Committee Report 2021



2:45 – 3:45 PM

International: Egypt Yesterday and Today

[REGISTRATION](#)

[DIRECT WEBINAR LINK](#)

SPECIAL EVENTS

4:00 – 5:00 PM

**Women, Wine and Fashion
A Virtual Fashion Show by
Anne's on the Avenue**

[REGISTRATION](#)

[DIRECT WEBINAR LINK](#)

4:00 – 5:00 PM

The Jerusalema Challenge

[REGISTRATION](#)

[DIRECT WEBINAR LINK](#)

EVENING MUSICAL ENTERTAINMENT

7:00 PM



The Liverpool 4- Canada's Beatles Tribute

[REGISTRATION](#)

[DIRECT WEBINAR LINK](#)

THURSDAY JUNE 3, 2021

8:45 AM – 12:00 PM

Annual General Meeting (AGM)

[REGISTRATION](#)

[DIRECT MEETING LINK](#)

1:00 PM

Closing Events



[REGISTRATION](#)

[DIRECT WEBINAR LINK](#)

AGM/Virtual Convention Committee Report 2021



CONVENTION TIMELINES

NOTES: This was a useful tool to organize the time from April to the start of the convention to identify tasks and provide a clear overview of due dates and timelines for all involved. A monthly calendar was also provided.

ITEM	DATE	RESPONSIBILITY
Registration Preparation for Delegates	APRIL 5-9	Kathy and Judith
Registration Preparation for Member (Open) Events	APRIL 12 - 16	Kathy and Judith
All Word Documents to be Screen Shared received <ul style="list-style-type: none"> 2020 AGM minutes From Annual Meeting booklet - Nominations Report when Karen gives her report Resolutions to Judith to prepare and then to Kathy 	APRIL 16	Minutes and Nomination Report - Sandie Bender Resolutions - Nancy Bell
Date for Password Protected Pages Registration Information to be sent to Mauricio	APRIL 19	Kathy/Mauricio
Registration Information posted on Website on both Password Protected pages	APRIL 21	Mauricio
Special Board Meeting <ul style="list-style-type: none"> Full board, Ethan, Steering Committee, Timekeeper, Overview of the Convention Detailed Agenda of the AGM covered to cover all items that need discussion Voting/Poll practice, how to use Chat while going through the Agenda- all the 'how to's' Registration procedure 	APRIL 22 10 AM - 12 NOON	Nancy Papiez Kathy, Judith and Ethan
Email sent to all Delegates outlining Registration Information	APRIL 26 APRIL 28 DONE	Judith
May Board Meeting Reports Due	APRIL 26	All Board to Sandie Judith will include AD reports
Email sent to Branch Presidents to share Open Member Registration information	MAY 3 APRIL 30 DONE	Judith

AGM/Virtual Convention Committee Report 2021



Webinar Rehearsal/Practice for Installation of New Board 10 am Workshop Hostesses and Presenters to join at 11:30	May 4 DONE	Judith, Kathy, Ethan
Reports for Annual Meeting Booklet Due	MAY 7	All Board to Sandie
May Provincial Board Meeting	May 10 - 13	President
All Pre-recorded videos and other materials for presentations to Kathy Gallagher - even if presenter is doing her own sharing - backup copy (note Manulife Report) Financial Information sent to Kathy	MAY 17 AT THE LATEST	All presenters
Delegate Practice on Zoom for voting (polls) Use of Chat for questions/Discussion Changing name on Zoom - include name and branch <i>Number of sessions dependent on number of Delegates</i> Document with Instructions on how to sign up sent to all delegates 10 days before	1 hour Sessions Monday, May 17 10 - 11:00 (25) 1:00 - 2:00 (25) 2:30 - 3:30 (25) Tuesday, May 18 10 - 11:00 (25) 1:00 - 2:00 (25) 2:30 - 3:30 (25)	Judith If necessary - Additional time Sunday, May 23 7:00 - 8:00 pm (25) WAS REQUIRED
Convention Tech Dress Rehearsal	MAY 14 DONE	CONVENTION COMMITTEE Ethan
Annual Meeting Booklet sent to Kathy and Judith	MAY 20 AT THE LATEST	Sandie
Annual Report Booklet Website posting on Delegate Password Protected Page	MAY 21 to Mauricio MAY 25 WEBSITE	Sandie and Kathy
Annual Report Booklet Emailed to Delegates	MAY 21	Judith
Financial and Budget Information posted to Delegate Password Protected Page	MAY 21 to Mauricio MAY 25 WEBSITE	Linda and Kathy
Financial and Budget information emailed to Delegates	MAY 21	Judith
CONVENTION TECH REHEARSAL	MAY 20	Convention Committee and Ethan

AGM/Virtual Convention Committee Report 2021



CONVENTION FULL BOARD TECH REHEARSAL		ALL PARTICIPANTS INCLUDING TIMEKEEPER JESSICA THOMSON
Full Convention Practice for Technical Support		Kathy, Judith, Ethan
Practice for Tuesday Entertainment	MAY 24 - 7:00 PM	Full Board, Joe Pillitteri, Ethan
CONVENTION FULL BOARD TECH REHEARSAL	May 27	
Workshop and Tours posted to Website Call to Convention 2022	TBD	Kathy and Cathy Harrison
Post AGM Meeting	JUNE 15	Nancy Bell
CONVENTION REPORT	FOR SEPT BOARD	Kathy, Judith, Nancy P

NOTE: Additional practice sessions were scheduled for Wednesday Entertainment and at the request of individuals or workshop presenters.
Area Directors meeting for May Board meeting included rehearsal for In Memoriam

AGM/Virtual Convention Committee Report 2021



c) Sample Agenda Template

Agenda

Friday October 23, 2021



Committee Members:

Nancy Papiez, Nancy Bell, Suzanne Rondeau Judy Drummond, Judith Bennoch, Jan Murdoch, Kathy Gallagher

1. Approval of the AGM Convention 2021 Committee Meeting Minutes Oct. 15, 2020
2. Approval of the Agenda for the AGM/Convention Committee Meeting October 23, 2020
3. AGM/Convention Budget – **Nancy Papiez**
4. Provincial Meeting Date in November to give BOD information about the plans so far for Convention 2021
5. Website updates
 - Save the Dates – posted on website. Facebook? Instagram?
 - AGM heading with Call To Convention Page – video posted on this page
 - Call To Convention page will be used for Registration and any other information for Convention 2021
 - Ticker tape is linked to Call To Convention Page
6. Workshop Updates
 - Nancy Bell** -Membership Workshop
 - Judy Drummond**- Cooking Session
 - Nancy Bell**- Greenhouse or Gardening Workshop
 - Suzanne Rondeau** - Wine and Cheese Pairing
 - Judith Bennoch** -Treasurer's Workshop
7. Opening Song (Who Loves You-Jersey Boys) as a Webinar
the idea is to:
 - Cast – one member from each branch
 - Hire a music director/co-ordinator
 - Use of instrumental background of song/karaoke – give credit
 - Pre-record in a webinar
 - Judith's information**

AGM/Virtual Convention Committee Report 2021



8. Updates on Tuesday and Wednesday Night Entertainment

Suzanne Rondeau- **Yes Theater Presentation**

Judith Bennoch

Back in the Daze

Joe Pilliteri - Comedian

Liverpool4Tribute Band

Barbershop Quartet ?

9. Wednesday Afternoon

Jan Murdoch- Virtual Tours- webinars or breakout rooms

10. Wednesday Night (Awards Night)

guests enjoying wine and cheese at home using breakout rooms

Possible Glamorous Earrings Night – Who has the most glamorous earrings contest ?

Awards – Barbara Bain, Feather In Your Hat, Honorary Membership--pre-recorded or live Webinar ?

11. Call To Convention 2022 – London Middlesex

Part of virtual Convention ?

Recorded skit done by Convention Committee

Next Meeting **Thursday November 5th, 2021 10:00 am**

AGM/Virtual Convention Committee Report 2021



d) Delegate Practice Session Notes

SUMMARY OF KEY POINTS FROM DELEGATE PRACTICE SESSION

PRE – AGM

- Review and Discuss Resolutions with fellow delegates/membership
- Plan to socialize if possible – **Tuesday** – Comedian – **Pizza Night** – **Wednesday** – Liverpool4 – **Glamour Night**
- Plan where you will sit, be comfortable – lighting in front or above – sun, curtains, distractions
- Fully charged device or plug device into the charger during the event.
- Have backup device if available.
- Have the least number of people on the internet since this reduces the quality of internet.
- Have delegates of the same Branch share their telephone number with one another.
- Organize your Links for all of your Events
- Have the Links for Tuesday morning ready – starting in the Webinar and moving into a meeting
- Consider using headphones, ear buds, airpods, etc – take time to practice – audio will be much better
- Update your Zoom App with the most recent Version. If you have **5.2.2** or higher you are fine. The most recent **Version is 5.6.4**

UPDATING ZOOM

For Apple LAPTOP or DESKTOP

- Open **Zoom**
- Go to the top of your computer screen where the little **Apple** can be seen – **top left**
- Right beside that you will see **zoom.us** – **Click on it**
- From the drop down select **Check for Updates**
- A pop up box will show up on your computer – it will tell you if you are updated or not and shows the version you are using
- Update as necessary

For Apple IPAD or IOS Phone use this link to go the App Store Google Play to check for updates

<https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>

Find the **Zoom** App – because you have the App on your device - if your App is up to date it will say **OPEN** in the little blue box – if not, it will indicate that an update is required and you can download it right there by clicking on the blue box

For Tablets or Android Smart Phones use this link to go to Google Play to check for updates

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en> IN

AGM/Virtual Convention Committee Report 2021



AT THE AGM SESSIONS

- Join **Zoom** and **MUTE**
- **RENAME** yourself each day

TO RENAME

- **Option 1 – for APPLE IPAD OR LAPTOP**
- Hover your cursor over you name in your picture on the screen
- You will see **two blue boxes** – **MUTE** AND 3 dots **...**
- Click on the 3 dots **...**
- Choose **Rename** and a box will pop up on your screen
- Enter your **FIRST, LAST AND BRANCH NAME** – **in that order** - not position or area – Board - BOD
- Press **'RENAME'**
- **Option 2 – APPLE LAPTOP and Most other brands**
- Locate the **Participants Icon** on your computer – all of the icons are somewhere in the black frame that surrounds your screen when you are on Zoom- **usually the bottom**
- Click on **Participants**
- A **box** will appear on the **right side** of your screen – on an **IPad or PC** the **box** may appear in the **middle of the screen**
- Find your **Name** on the list and **Hover** your cursor over it
- Two **blue boxes** will appear – **MUTE** and **MORE**
- Click on **MORE** and choose **RENAME**
- A box will pop up on your screen
- Enter your **FIRST, LAST AND BRANCH NAME** – **in that order** – NOTHING ELSE Board use **BOD**
- Press **'RENAME'**
- To **finish** go back to the **Participants Icon** and click on it – the **Participants box** will close

Option 2 – APPLE IPAD

- Locate the **Participant** icon at the **top right** of your screen
- Click on **Participant** and choose **RENAME**
- A pop up box will appear
- Type your First and Last Name and Branch in the box
- Click on **RENAME and DONE**
- Click on **Participants** to close the box

INSTRUCTIONS FOR USING **CHAT** TO REQUEST TO SPEAK

1. Be sure that the **Participant** box is closed on the right side of your screen – Click on **Participants** if it is not and it will go away

AGM/Virtual Convention Committee Report 2021



2. Find the **CHAT** ICON on your **Zoom** screen – *this could be in a different location depending on the device you are using but will be somewhere in the black frame of the Zoom screen*
3. **CLICK** on **CHAT**
NOTE: On an iPad – you need to Click on MORE first in order to find CHAT – MORE can be found to the right of Participants on the top right of your screen
4. A box will pop up – most often on the **right side** of your **screen** but will be in the **middle** when on an **IPAD** or **PC (ON A PC PRESS ESC TO CHANGE FROM FULL SCREEN)**
5. Look at this box and at the bottom you will find an area where you can type.
6. It will have **To: EVERYONE** above where you will type. Be sure that it **ALWAYS** say **EVERYONE** before you type
7. To request to speak - type in your **initials, first name**, doesn't matter which, whatever is easiest for you but **THAT IS ALL**. NO other message or question. And you **MUST** press **ENTER** or **SEND** on your computer or your message will not be sent.
8. Be sure that when you are sending a request to speak by entering your name or initials that you are **MUTED** or you may miss your opportunity to speak
9. **CHAT** will be monitored by **Parliamentarian Jane Cartier** to determine the order of speakers
10. When it is your turn to speak you will be called upon by the **Parliamentarian**.
11. When you receive this message, it is a notice that it is your turn to speak.
12. Do as requested – **UNMUTE** and wait for your **picture** to come up on the screen.
13. When you are on the screen along with Jane Cartier, Nancy Bell and the Timekeeper Jessica Thomson– you will first say your **Name** and your **Branch** and then you will be acknowledged by the Parliamentarian.
14. If you are speaking to a **Resolution** – you are allowed up to **2:00** to speak. The Timekeeper will hold up at sign at **1:30** and a **STOP** sign at **2:00**.
15. When you have finished speaking you will **MUTE** yourself again.

USING CHAT TO **MOVE** OR **SECOND** A MOTION

1. The procedure is the same as if you wish to speak **EXCEPTING** you are asked to type in the CHAT box to everyone either – **I MOVE** or **I SECOND – NOTHING ELSE – no name, or initials etc required**
2. The **Parliamentarian** will be monitoring **CHAT** and will announce who the names of the **MOVER** and the **SECONDER**.
3. You will not be required to speak.

VOTING

All voting will be done on screen using the Zoom Poll feature.

When a vote is called by the Chair or Parliamentarian

- A **POLL** will pop up on your screen
- It will identify the purpose of the Vote/Poll

AGM/Virtual Convention Committee Report 2021



- You will choose one item from the choices which will include: **IN FAVOUR, OPPOSED, or ABSTAIN for voting**
- To cast your vote, choose one option and press **SUBMIT**
- A **POLL** for voting will be on the screen for **1:30** providing plenty of time for you to vote
- After the results have been recorded, they will be posted on the screen for all to see
- The **Chair** or **Parliamentarian** will declare the **Motion** – **Carried** or **Defeated**

HELP

SELF HELP

- if you lose your **Internet connection** for any reason during a meeting – **DO NOT PANIC** – you may go back to the **original MEETING LINK** that you used to join again, as the meeting is continuing. You will be admitted
- Please remember to **MUTE** and if necessary **RENAME** once again

HOTLINE ASSISTANCE AVAILABLE

- When you experience difficulty connecting to a Webinar or Meeting call the HOTLINE for assistance
- Experiencing video or audio issues during a session, please call one of these numbers for assistance.
- You may not need to leave the meeting but be sure you are on **MUTE** and make your call.

HENEDINE WEIMAN (bi-lingual) 1 – 705- 969 - 1795

LINDA HUFFMAN 1 – 877- 607 – 6696

MARDIE PANABAKER 1 - 905 - 527 – 6075

AT THE START OF EACH DAY THESE PROCEDURES WILL BE REVIEWED BY THE PROGRAM COORDINATOR

AGM/Virtual Convention Committee Report 2021



e) Guidelines for Hotline Volunteers

INITIAL QUESTIONS TO ASK WHEN TAKING A CALL

1. How may I help you?
2. Are you a delegate or, member?
3. Have you registered?
4. What type of device you are using?
5. Do you have the latest Zoom version?
6. Do you have any tabs open other than your browser and Zoom?
7. Have you cleaned out your browser history?

Problems identified	Remedy
No sound	Speakers unplugged, settings for Zoom/where to check settings, setting for headphones, air pods, wireless headphones
Link not working	Latest version: 5.6.5 Resend the link Send them to Website and give them the password depending on their status: delegate- RWTO65 member-MCD500
Does not have the link to the event	Register again by going to the website
When they click something and can no longer see screen	Depending on device, how to return to Zoom screen
Cannot see everybody or only one person	how to change for speaker view to gallery view/ how to move to see following page on Zoom
Background sound/reverb	External speaker too close to the device Mute button Settings
Computer is slow or Zoom freezes	Come in from browser and not from app. Clear Google account/history Shut-off computer and reboot Computer may not have enough RAM or GB Bandwidth unstable-no remedy

AGM/Virtual Convention Committee Report 2021



f) Registration Summary

REGISTRATION OVERVIEW CONVENTION 2021 – USING TWO ZOOM LICENCES

NOTES:

- Creating a chart like this from the Schedule for the Convention will assist you in identifying how many 'meetings' and 'webinars' you need to set up.
- One will be required for each individual event. If events are happening simultaneously 2 licences will be required and technical support to Host each event identified as well.
- A third person should be available to stand in where necessary and perform other tasks such as starting videos, presentations, spotlighting speakers, etc.

EVENT	PLATFORM	# OF REGISTRATION LINKS REQUIRED
Opening Events	Webinar	1 OPEN EVENT
Tuesday AGM	Large Meeting	1 DELEGATES ONLY
Tuesday Workshops	2 Webinar Licenses	3 events for each licence DELEGATES ONLY
Tuesday Night Entertainment	Webinar	1 OPEN EVENT
Wednesday AGM	Large Meeting	1 DELEGATES ONLY
Wednesday Tours/Fashion Show/ Jerusalema Challenge	Webinar	3 events for each licence DELEGATES ONLY
Wednesday Night Entertainment	Webinar	1 OPEN EVENT
Thursday AGM	Large Meeting	1 DELEGATES ONLY
Thursday Afternoon Events	Webinar	1 OPEN EVENT

AGM/Virtual Convention Committee Report 2021



g) Copy of Evaluation Form

Thank you for attending the webinar

Please take a moment to fill out the survey below. This survey is anonymous.

1. Registration (Email, Process, Correspondence)

Least Satisfied

Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. AGM Meetings (Setup, Agenda, Process)

Least Satisfied

Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Which Workshop/Workshops did you attend?

- ☐ Strawberry Season Cooking- Judy Drummond
- ☐ The Hospital and Home Care Claim Form Workshop-Terry Kennedy
- ☐ Treasurer's Workshop- Linda Huffman
- ☐ Using Colour Coding to Enhance Genealogy Research-Jan Murdoch
- ☐ Wander Food and Wine -Stephanie Piché
- ☐ Let's Do P.R. - Hope Leon
- ☐ Not Applicable

4. Strawberry Season Cooking with Judy Drummond

Least Satisfied

Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. The Hospital and Home Care Claim Form Workshop -Terry Kennedy

Least Satisfied

Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Treasurer's Workshop -Linda Huffman

Least Satisfied

Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

AGM/Virtual Convention Committee Report 2021



7. Using Colour Coding to Enhance Genealogy Research-Jan Murdoch

Least Satisfied

Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Wander Food and Wine -Stephanie Piché

Least Satisfied

Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Let's Do P.R.-Hope Leon

Least Satisfied

Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Which Tours did you attend?

- ☐ Canada: Rocky Mountaineer
- ☐ International: Northern Ireland
- ☐ Canada: The Wild North
- ☐ International: Egypt Yesterday and Today
- ☐ Not Applicable

11. Canada: Rocky Mountaineer

Least Satisfied

Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. International: Northern Ireland

Least Satisfied

Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. Canada: The Wild North

Least Satisfied

Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. International: Egypt Yesterday and Today

Least Satisfied

Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

AGM/Virtual Convention Committee Report 2021



15. Which Entertainment did you attend ? *

- ☐ Joe Pillitteri - The Comedian
- ☐ Liverpool 4- A Tribute to the Beatles
- ☐ The Jerusalema Challenge- Mardie Panabaker
- ☐ Wine, Women and Fashion by Anne's on the Avenue
- ☐ Not Applicable

16. Joe Pillitteri - The Comedian

Least Satisfied Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. Liverpool 4- A Tribute to the Beatles

Least Satisfied Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. The Jerusalema Challenge- Mardie Panabaker

Least Satisfied Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. Wine, Women and Fashion by Anne's on the Avenue

Least Satisfied Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. Your Overall Experience

Least Satisfied Most Satisfied

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. General Comments- Name Optional

Submit

* Required