



The Annual General Meeting for Plumpton Tennis Club takes place next Tuesday the 23rd February at 1900 hrs and we look forward to inviting as many club members as possible to this important club event.

Naturally, we can't do this in person, so it will take the form of a Zoom meeting. We've never run a virtual session like this before, so it is a new experience for all of us. We will do our best of course, but inevitably we will have a few hiccups - please bear with us!

AGM Zoom Call - Rules of Engagement:

You don't need to sign up to Zoom in advance of the AGM - you can just click the Zoom link in the invite below and join the session through your internet browser.

We recommend joining 5 minutes before the start of the meeting.

If you have any challenges joining the meeting, please contact Matt Gilbert, via text, on [07718 882875](tel:07718882875).

When you enter the Zoom meeting, you will be automatically muted and held in a waiting room. At this time please ensure your Zoom name label reflects your full name. If you are attending with other club members, please include their name too, as we will be capturing details of who attends and who votes.

When we are ready to start, Matt Gilbert, our facilitator, will open the main meeting and bring everyone out of the waiting room.

When you are in the main meeting, please remain on mute (to avoid background noise and feedback).

If your connection is not good, you may prefer to turn off your video.

At the end of each section of the agenda, we will invite members to ask any questions. Matt will facilitate this. If you would like to ask a question at this point, please use the 'Raise Hand' functionality in Zoom. Matt will then unmute you and invite you to ask your question.

For each agenda section, we will share any supporting documents via the share screen functionality. All the documents for the AGM can be [found on our website](#).

Voting is an important part of the AGM, and we need to be robust how we record this information. Where a vote is required, we ask you to vote using the polling functionality in

Zoom - an onscreen poll will pop up and ask you to vote. If this becomes challenging, we will use the Raise Hands functionality, recording names.

The chat functionality will be disabled for the duration of the session

Please be patient and remain respectful of all club officials and club members.

ZOOM DETAILS:

Matthew Gilbert is inviting you to a scheduled Zoom meeting.

Topic: Matthew Gilbert's Zoom Meeting

Time: Feb 23, 2021 06:50 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/7395484597?pwd=ckw0dXRORGxmVHNnTWp4aGtzSnplZz09>

Meeting ID: 739 548 4597

Passcode: H1MrjF

The full set of documents for the AGM can be found on the website at

[Plumpton Tennis Club / A.G.M. 2021 \(lta.org.uk\)](#)

If you are planning on attending, which we hope you are, it would be really helpful to know. Just reply to this email, likewise for any apologies.

Best wishes

The Committee

Plumpton Tennis Club