

30-DAY NOTICE OF QUEER ONTARIO'S 2013 ANNUAL GENERAL MEETING

Covering the 2012-2013 Fiscal Year (April 1, 2012 to March 31, 2013)

- When:** Saturday, May 25, 2013, from 2:00 to 4:30 pm. Doors open at 1:00 pm.
- Where:** Buddies in Bad Times Theatre – 12 Alexander Street, Toronto
Two blocks north of Yonge and Dundas, just east of Yonge and Alexander
- Note:** (1) The meeting building is a wheelchair accessible place.
(2) This event will also be livestreamed for remote participation.
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Greetings!

The Queer Ontario Steering Committee invites you to join us for our third ever Annual General Meeting, to be held at Buddies in Bad Times Theatre (in Toronto) on Saturday, May 25, 2013. All Voting (aka “Participating”) Members and other interested individuals are invited to take part, be it in person or online.

Accommodations such as childcare or ASL interpretation will be made available with advanced request. If you require any specific services, please let Martin Otarola, the Queer Ontario Secretary, know by 10:00 pm on Friday, May 17, 2012. Martin can be reached at info@queerontario.org.

And, as always: Queer Ontario *highly* encourages participation from individuals outside of Toronto, be it in person or online. Information on how to participate online can be found in the information packaged attached to this email.

Attached you will find three files:

1 - “AGM2013-InformationPackage” - Information Pertaining to the upcoming AGM

0. A copy of this 30-day notice.
1. The agenda for the 2013 Annual General Meeting
2. The Financials for 2012-2013 with a Proposed Budget for 2013-2014
3. Instructions on how to run for an available position on the Steering Committee
4. Instructions on how to participate online using Ustream
5. A schedule of Deadlines in calendar form

Note: Information about the voting process is currently being developed and will be made available in the next couple of days.

2- “AGM2013-AGM2012Minutes” - The Minutes to our Last (2012) Annual General Meeting

The minutes to our last (2012) Annual General Meeting, held on November 4, 2012.

These are to be reviewed and ideally approved at the upcoming Annual General Meeting

3- “AGM2013-QOBylaws” - Queer Ontario’s Bylaws

For reference purposes.

If you have any questions about any of the information or documents herein, do not hesitate to contact Martin Otarola, the Queer Ontario Secretary, at info@queerontario.org. All attempts will be made to respond to your question(s) within 48 hours.

Otherwise, we hope to connect with you all on Saturday, May 25th!

Nick Mulé

Queer Ontario Chair

On Behalf of the Queer Ontario Steering Committee

Note: A web-friendly version of this notice can be found on our website, here:

<http://queerontario.org/about-us/meetings/2013-agm>

DOC 1 OF 5:

MEETING AGENDA

For the Annual General Meeting covering the 2012-2013 Fiscal year

When: Saturday, May 25, 2013. 2:00 to 4:30 pm (Doors open at 1pm)

Where: Buddies in Bad Times Theatre – 12 Alexander Street, Toronto
(Two blocks north of Yonge and Dundas, just east of Yonge and Alexander)

Sched: 1:00 pm -- Doors Open, Set-Up Begins

2:00 pm -- Meeting Begins, Agenda is Followed

4:30 pm -- Meeting is Adjourned, Take-Down Begins

5:00 pm -- Doors Close

OPENING ITEMS:

- 2:00 1. Chair Calls the Meeting to Order, Greets Everyone (10 mins)
- 2:10 2. Chair goes through the Agenda. The Agenda is Fixed (5 mins)
- 2:15 3. Announcements and/or Preliminary Comments (5 mins)

STANDARD AGM BUSINESS;

- 2:20 4. Motion to adopt the Minutes of the Nov. 4, 2012 Annual General Meeting (10 mins)
- 2:30 5. Chair delivers the 2012-2013 Annual Report (10 mins)
- 2:40 6. Treasurer presents the 2012-2013 Financials & Proposed 2013-2014 Budget (10 mins)
- 2:50 7. Non-Binding Discussion of the Operations and Affairs of the Organization (20 mins)
- 3:10 8. Motion to approve the Annual Report (5 mins)
- 3:15 9. Motion to approve the 2012-2013 Financial Statement (5 mins)
- 3:20 10. Motion to approve the Proposed 2013 Budget (5 mins)

- **11. Elections**

- 3:25 (a) Secretary provides an overview of the Election Process (5 mins)
- 3:30 (b) Questions / Clarifications about the Election Process (10 mins)
- 3:40 (c) Presentation of candidate statements (10 mins)
- 3:50 (d) Voting Begins, Members Vote, Voting Ends, Ballots are Counted (20 mins)
- 4:10 (e) Delivery of Election Results (5 mins)

CLOSING ITEMS

- 4:15 8. Review of the AGM. Recommendations for next year? (10 mins)
- 4:25 9. Chairperson's Final Remarks (5 minutes)
- 4:30 10. Motion to Adjourn the Meeting (End)

Fiscal year April 1, 2013 – March 31, 2013

ACCOUNTS	Beginning 12/13	Beginning 13/14
Chequing	3,102.41	2,175.27
Savings (GSA fund)	434.82	435.06
Pay Pal	111.01	767.10
TOTAL	3,648.24	3,377.43¹

INCOME	Budget 12/13	Actual 12/13	Budget 13/14
Donations	1,800 ²	1,034.34	1,050
Workshops	0	0	0
Bank	2	1.16	2
Grants/projects	0	0	0
Grant seed money	0	0	0
Miscellaneous	98	97.18	100
TOTAL	1900	1,132.68	1,152

EXPENSES	Budget 12/13	Actual 12/13	Budget 13/14
Meeting Expenses	300	104.79	200
Office Supplies	200 ³	181.48	100
Printing/Copying	400 ⁴	387.95	200
Transportation	0	0	0
Postage	200	194.36	200
Grants	0 ⁵	0	0
Projects	700 ⁶	415.08	332
Bank	0	0	0
Promotion/Advertising	0	0	0
Web	100 ⁷	117.89	120

¹ These donations are earmarked for the GSA defense fund.

² Same as last year

³ Gazebo & Snowball Mike

⁴ Business Cards

⁵ We have received and anticipate grants for the Queer Liberation Project but these are managed by York University

⁶ Picnic, Inside Out, Queer Liberation Project

⁷ Web & Internet fees

Misc.		0	0
TOTAL	-1,900	1401.55	1152
Less Income	1,900	-1132.68	1152
Balance	0	(268.87)	0

Assets: Table, Megaphone, Snowball mike, Gazebo

Richard Hudler, Treasurer

A. Who can run for an Open Position on the Steering Committee?

(1) Only “Participating” Members can run for an open position on the Steering Committee.

According to Queer Ontario Bylaw 501(4), a Participating Member is an individual who has:

- (a) filled out the official Queer Ontario registration form; and
- (b) contributed six hours to the research, writing, planning, or execution of one or more Queer Ontario initiative(s) per year;
- (c) participated in person or by other means in at least three (3) Queer Ontario meetings per year, which need not be monthly meetings and need not be consecutive; or
- (d) engaged in a combination of (b) and (c) for a total of six (6) hours.

(2) If you want to verify your Membership status:

Send an email to the Secretary via info@queerontario.org with “Membership Status” as the subject line and your first and last name as the main text. The Secretary will respond to your verification request within 48 hours.

B. Regarding the Steering Committee Positions that will become available May 25, 2013

(1) The 5 Steering Committee Positions that will be available are those of:

- (a) Queer Ontario Chair (2-year term)
- (b) Queer Ontario Secretary (2-year term)
- (c) 2nd Member At Large Not Geographically Earmarked (2-year term)
- (d) 1st Member At Large Residing Outside of the City of Toronto (2-year term)
- (e) 2nd Member At Large Residing Outside of the City of Toronto (2-year term)

(2) For a Description of the Positions:

For a description of these positions and their respective privileges and responsibilities, please see Parts VIII (“Steering Committee / Board of Directors”) and XIV (“Coordinators / Executive”) of the Queer Ontario Bylaws: <http://queerontario.org/about-us/bylaws>

(3) The Steering Committee Positions not scheduled to expire this year are those of:

- (a) Queer Ontario Vice-Chair: Davina Hader
- (b) Queer Ontario Treasurer: Richard Hudler
- (c) 1st Member At Large Not Geographically Earmarked: Alana Boltwood

C. Reminder About Running Unopposed

As with previous years, simply running for a position unopposed is not enough to guarantee you the position on the Steering Committee (that is: "election by acclamation"). You *must* receive the approval of at least 50% of the ballots cast in order to be deemed elected.

If you do not receive at least 50% approval, then the position remains vacant until the next election. More on this below under Doc 5 ("How The Voting Process Will Work").

D. Important Note About Nomination from the Floor

To ensure that all Voting ("Participating") Members have access to the same candidate options -- *especially* those that cannot make it to the Annual General Meeting and/or will be distance voting -- we will not be accepting nominations from the floor of the AGM.

This means that all decisions to run for an open position on the Steering Committee must be made before the Annual General Meeting by the deadline below.

E. Instructions (with Deadlines) on how to Run for an Open Steering Committee Position

Note: All documents are to be submitted to the Secretary via info@queerontario.org

Step 1: Look at the available positions and familiarize yourself with the privileges and responsibilities associated with each. These are all 2-year terms.

Step 2: **Let the Secretary know which position you will be running for. You are to do this via email by 10:00 pm on Friday, May 10, 2012. Only self-nominations will be accepted.**

----- Note: At this point, the Secretary will take all self-nominations and compile a list of candidates with the positions they are running for. The Secretary will send this list of candidates to the candidates themselves so that they can confirm that they want to remain on the ballot. The secretary is to circulate this list by end-of-day Saturday, May 11, 2013.

Let the Secretary know as soon as possible if you wish to drop from the race.

Step 3: **If you wish to provide a brief (500 words if written or 2 minute if recorded) candidate statement to the Voting Membership, you are to submit this statement via email by 10:00 pm on Friday, May 17, 2013. Recorded statements can include YouTube (or other) files.**

----- Note: At this point, the Secretary will compile all the statements and append them to the standing list of candidates.

The Secretary is to circulate this document to the Voting Membership by end-of-day Saturday, May 19, 2013.

End: **This document with the names of the candidates and their statements (if applicable) will represent the list of candidates up for election at the Annual General Meeting on Saturday, May 25, 2013.**

ITEM 4 OF 5: HOW TO LOG ON AND PARTICIPATE VIA USTREAM
Prepared by Martin Otarola, Queer Ontario Secretary

PART 1: INTRODUCTION

As of May of 2012, we have been live streaming (broadcasting) our Meetings to make them accessible to individuals who are unable to attend our meetings in person -- say, because of distance, or illness, or limited mobility, or social anxiety.

The meeting will be live streamed at <http://www.ustream.tv/channel/queer-ontario-meetings>, where you will have access to an audio feed of the meeting and a chat window where you can type in any of your questions or comments. An Online Moderator will be assigned to keep track of these questions and comments, and to read them out loud to the in-person group for consideration. You can enter your questions or comments at any time.

What's more: attendance at these meetings counts towards "Participating" (Voting) Membership hours, with six hours of meeting and/or volunteering time counting towards voting membership.

So yes -- we hope to see you online and participating actively!

PART 2: ACCESSING THE CHAT WINDOW

Step 1: Load the Chat Window

(1) Go to <http://www.ustream.tv/channel/queer-ontario-meetings>, the webpage where our meeting is being live streamed. Close any pop-up ads that may appear.

(2) On the right side of the webpage (right next to the large broadcast window) you will see a sidebar underneath the little sun icon that says “Social Stream” and “Chat”.

(3) Click on “Chat” to get access to the Chat Window. A ‘loading’ spiral should start up (start spinning) to indicate that it is processing your request to head to the Chat window.

(4)(a) If you have successfully loaded the Chat Window, the spinning Loading Spiral would have disappeared and “queer-ontario-meetings” would have appeared right under the bar that says “Chat”. You should also be able to see any questions or comments other participants have submitted through the Chat Window.

(4)(b) If the Loading Spiral is still spinning and won’t go away, see our troubleshooting note below.

Now that the Chat Window has loaded, it is time to sign in!

Step 2: Sign Into the Chat Window

(1) If a Log-In window has not appeared under the “Chat” bar, enter a message into the white Text Box (directly below the “Audience” tab) and hit “Send”. The Log-In window should appear.

(2)(a) If you have not created a Ustream account yet: Enter a Username and Password that is easy for you to remember (for example: a variation of your first and last name), then click “Sign Up.” You will be prompted to provide your Date of Birth and the Verification Code.

(2)(b) If you already have a Ustream account: Enter your Username and Password and click “Sign In”. You will be given direct access to the Chat Window.

Upon doing this, you should be free to post on the Chat Window, along with everyone else.

Troubleshooting: If the Loading Spiral is still spinning and won’t go away...

You may need:

- (a) a stronger (ie a full-strength and/or non-WiFi) internet connection; and/or
- (b) to turn off your Firewall.

Repeat Steps 1 and 2 once you have checked for these.

Note:

(1) The Firewall protects your internet network -- and, by extension, your computer -- from internet activity deemed to be a security threat. Therefore, you should only turn off your Firewall if:

- (a) it is absolutely necessary; and
- (b) you are on a secure (ie a non-public and password-protected) internet network that is used only by yourself and any known or trusted individuals.

We recommend that you sign out of all accounts on your internet browsers before proceeding.

(2) Most computers have the Firewall on/off button located in the “My Computer” folder. For example: it’s called “Windows Firewall” on computers with Windows 7. Look for it there.

(3) Of course: Don’t forget to turn the Firewall on again when you are done with Ustream!

PART 3: PARTICIPATING IN A MEETING, REMOTELY

(1) To post your question or comment, simply type your message into the white Text Box located under the “Audience” tab (once you’re in the Chat Window), and hit the blue “Send” button (or hit “Enter” on your keyboard) to submit the message. It will appear in the Chat Window along with everyone else’s submissions.

(2) Amazingly, you can use this Chat Window to chat with other online participants from all around the province (which will be seen by everyone using the Chat Window, p.s.), so we ask that you mark questions or comments that are meeting-specific with a series of asterisks (***) .

(3) If you want to have your online participation counted towards Participating Membership hours, then please “register” by providing us with your first and last name and your city / town / village / reserve of residence. Please also email this information to info@queerontario.org so we can verify and ask you any follow-up questions in private.

[End]

DOC 5 of 5:

CALENDAR SCHEDULE OF DEADLINES LEADING UP TO THE AGM

Prepared by Martin Otarola, Queer Ontario Secretary

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
APR 21	22	23	24	(25) Secretary issues 30-day meeting notice	Self-nominations can be submitted at any time...	... Deadline is Friday May 10.
28	29	30	/////	////////////////////	////////////////////	////////////////////
/////	/////	/////	MAY 1	2	3	4
5 ←-----	6 -----	7 -----	8 -----	9 Participating (Voting) Members consider if they want to run for election.	(10) Due Today 10pm: Email to Secretary expressing interest in running for a position. Email must indicate the position on ise running for.	(11) Secretary emails list of candidates to candidates.
12 ←-----	13 -----	14 -----	15 -----	16 Candidates determine if they want to remain on the ballot. Candidates write / record speeches.	(17) Due Today, 10 pm: 1. Accommodation Requests 2. Candidates' written / recorded speeches (if they wish to submit)	(18) Secretary publishes list of candidates with candidate speeches.
19 ←-----	20 -----	21 -----	22 -----	23 Advance voters review candidate speeches, vote for candidates.	(24) Due Today: 1. Proxy emails (5pm) 2. Advance Votes (5pm)	(25) AGM Annual General Meeting from 2:00-4:30 pm Doors open at 1:00 pm