

**AGM GUIDE TO CATER FOR COVID-19**

* As per the MOI the AGM cannot be an electronic meeting
* Adhere to curfew in place from 24h00 - 04h00 as per the COVID-19 regulations
* Venue will be sanitised before the meeting as per the COVID-19 regulations
* Venue will be inspected before the meeting and signed off by the risk officer of the VRCID, Leonie van der Merwe, that it complies with COVID-19 regulations
* Proxies need to be obtained prior to the meeting to ensure a quorum as per the MOI (all documents available on the VRCID website)
* Members to pre-book their seats failing which they may not be allowed to attend depending on the number of attendees allowed and available seats
* For the specific venue of the VRCID AGM, not more than 55 attendees will be allowed to attend (this includes Board and CID staff members, 5 Ward Cllrs and 2 City of Cape Town officials)
* Those attending will be obliged to complete a COVID-19 questionnaire available at the venue and have their temperatures taken
* To ensure open and transparency the venue needs to be suitable to have a virtual meeting that can be streamed (Wi-Fi, projector, etc. to be supplied by CID NPC). Not required if venue allows for full capacity of members to attend

**ATTENDEES TO ADHERE TO THE FOLLOWING RULES**

* All persons must have their hands sanitised on entering the venue
* All attendees to wear a mask during the AGM
* Attendees must adhere to social distancing requirements during the meeting and be seated 1.5m from one another
* All attendees to bring their own pen for signing of the attendance register

**VRCID AGM DOCUMENTS**

* All documents relevant to the AGM are uploaded to the VRCID website ([www.vrcid.co.za](http://www.vrcid.co.za)) for perusal and printing before the AGM
* Attendees need to print their own documents as prints will not be available at the meeting. Minutes of previous meeting, members list, AFS, etc. to be displayed (prints posted on the wall or projected). All AGM documents will however be available on the VRCID website as from Tuesday, 3 November 2020
* Any questions relating to the Annual Report or more specifically, the Annual Financial Statement, must be sent through to Derek Bock before the commencement of the AGM. This is to ensure that proper feedback can be given to specific questions

**VIRTUAL ATTENDANCE**

For those attending virtually, via zoom, the link is as follows:

Topic: VRCID AGM

Time: Nov 24, 2020 05:00 PM

Join Zoom Meeting

<https://zoom.us/j/8633939460?pwd=M0E4TmozN29qR1dqekQzU3VaNWc5QT09>

Meeting ID: 863 393 9460

Passcode: 438129

**PLEASE NOTE**: The above items may need to be altered should the COVID-19 level change before the AGM.