

**SCHOOL DISTRICT NO. 74 (Gold Trail)  
BOARD OF EDUCATION OPEN MEETINGS  
ZOOM PROCEDURES**



The following procedures are for participants of Open Board meetings of the Board of Education.

**Download Zoom App:**

Download the free Zoom App at <https://zoom.us/download/>

Prior to the Zoom Meeting, it is recommended that you have Zoom downloaded onto your computer or mobile device.

**Zoom Link to Access:**

<https://ca01web.zoom.us/j/69970914984?pwd=SVVPWUJBUWI1a0FMVmJHL3pZbGp1UT09>

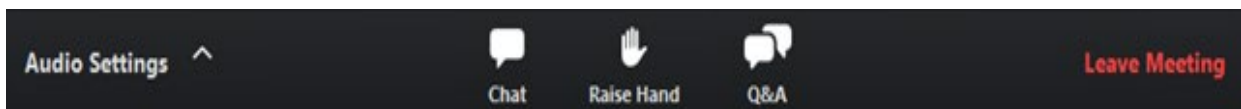
Or Telephone:

+1 778 907 2071

Webinar ID: 699 7091 4984

Passcode: 715193

**Entering the Zoom Webinar as an Attendee:**



You will be asked to identify yourself, including those on the phone, and be asked to place your name in your zoom window if you have not already done so.

All members of the public observing the meeting will join the webinar with their microphone and video disabled and will not be able to unmute themselves. You will not be able to engage in the meeting or ask questions except by chat during the Public Forum and Question Period.

All attendees will be able to **chat with the host** prior to the start of the Open Board meeting. Note: Messages will not go to everyone. From the menu bar during the webinar you will be able to:

- Use the Q/A chat function to ask questions during the Q/A period
- Leave the meeting

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**Public Forum:**

If a member of the public has a question(s) on a specific item of the agenda, you may contact the Secretary Treasurer, Trudy Rasmuson, at [trasmuson@sd74.bc.ca](mailto:trasmuson@sd74.bc.ca) until 1:30 p.m. on the day of the meeting or by identifying through the chat option prior to the start of the meeting. At the public forum section of the meeting, the Secretary Treasurer will enable your microphone so you may participate in the public forum.

**Question Period:**

As with in-person meetings, a question period will be available at the end of the Board meeting. You may ask a question through the chat option and it will be read aloud.

**If you wish to verbally ask a question during question period**, put your name in the chat box using the chat function to the Secretary Treasurer that you wish to speak. Only then will your microphone be enabled. You will know that you are unmuted when you do not see the red line on the microphone button.