Special General Meeting Guide

A guide to Core Credit Union's Virtual SGM

The Core Credit Union SGM will be held virtually. This event will be run through Zoom Webinar. Within the guide below, attendees will find all they need to know and what they need to do, to participate in this SGM.

If you have any queries regarding the SGM please email AGM@corecu.ie

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IMPORTANT:
To vote you must install the <u>Zoom app</u> on the device you are using. Logging into the meeting from a browser will not allow you to vote.

1 Login Details

Registration for the SGM can be completed from **https://www.corecu.ie/sgmgdcu/** before 5:00pm on Sunday the 24th of August 2025.

Once registered, attendees name, email and phone number will be crossed checked in accordance with the requirements permitted to access an SGM.

Registered attendees only receive the meeting link following verification but will receive it before the meeting itself. The link will be sent via the Zoom platform in the days leading up to the meeting itself. The link attendees receive will be unique and should not be forwarded to any other party. It is important to keep this link in an easily accessible location in your inbox.

Email addresses must be unique and only one person can be registered to the email address.

If you have any difficulty with registration, please direct your queries to AGM@corecu.ie

2 Joining the virtual SGM

The SGM will begin at **6.30 p.m.** on Monday the 25th of August 2025. It is recommended that attendees log in to the meeting at 6.00 p.m. This SGM will be hosted via Zoom. Participants are not required to download the Zoom app to their device, but they may prefer to.

To join the SGM, go to the email in which you have received your unique link, click on the link and this will launch the meeting. As previously mentioned, this link is unique to you and will not allow you to log in to multiple devices.

Once you log on to the meeting, you will be held in the waiting room. At 6.30 p.m. you will be admitted to the meeting by the host.

3 Engaging at the SGM

Using the Zoom platform there are several methods to ensure engagement at the SGM

3.1 Turn on your cameras

It's always better when we can see other members and who else is on a virtual meeting so, please turn on your cameras.
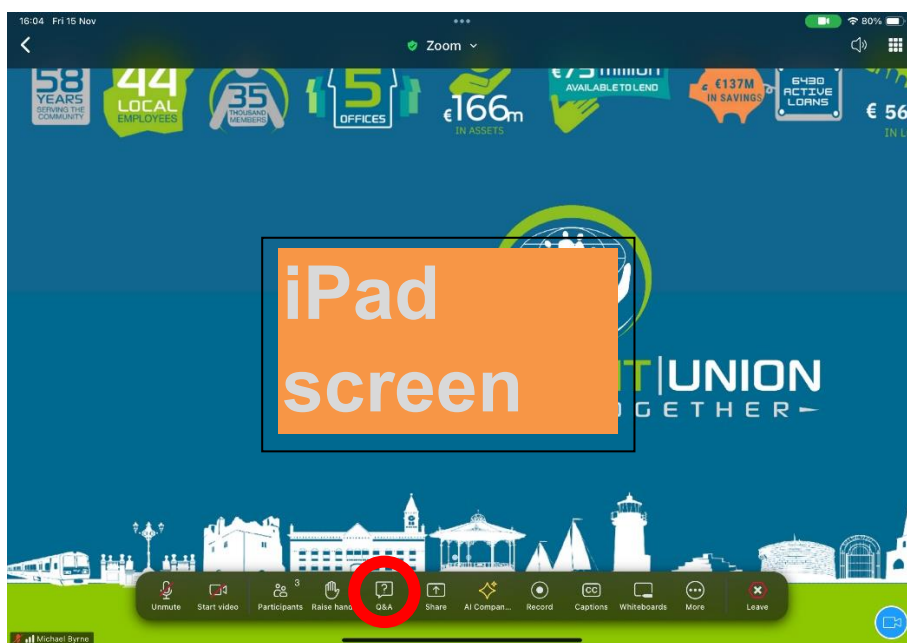
To create the best impression, it is better to have your background clean. Ensure your privacy by making sure no family pictures or other material of a personal sensitive nature are in view.
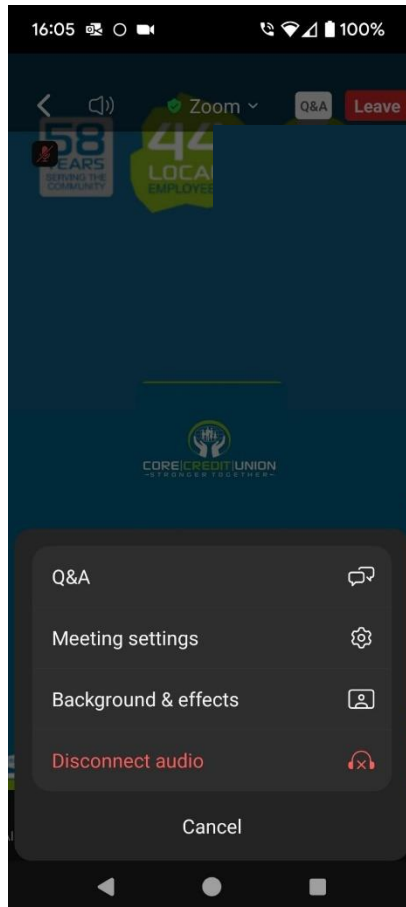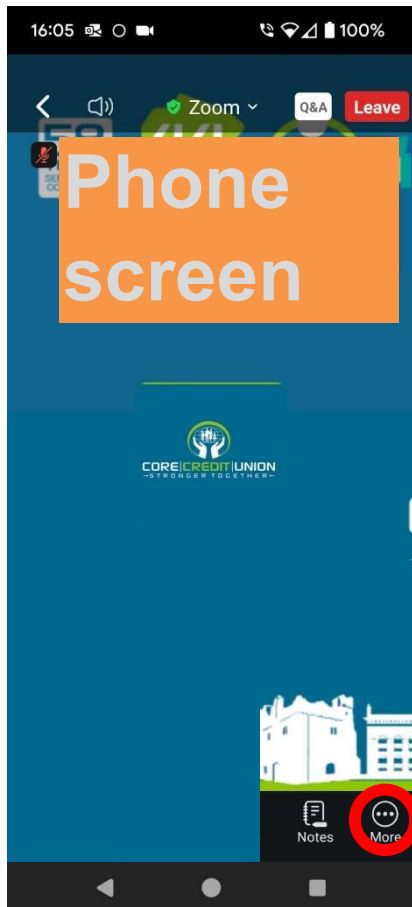
3.2 Ask a question

The Q&A feature is available to ask questions. All questions will be visible to everyone on the meeting so please ensure that no offensive language or comments are posted.

Depending on your device, the location of the Q&A link will vary. We have included a few screenshots below to demonstrate some of the common locations

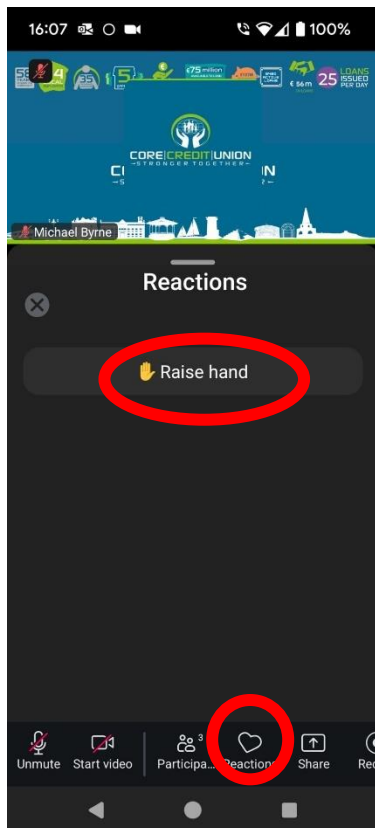- iPad screen

- **Phone screen**

Select the **"More"** option to bring up the additional menu. From the new menu select Q&A

The SGM is an opportunity for everyone to feel welcome and part of their Credit Union. Failure to respect fellow members, especially if it is persistent will result in expulsion from the meeting.

3.3 Speaking at the Virtual SGM

Throughout the SGM there will be opportunities to speak if you wish to do so. Use the "Raise Hand" function to do this. The location of this function will vary depending on the device you use.

From a phone select the reactions icon which should then bring you to the "Raise Hand" function. Familiarise yourself with all the options you have. See examples below
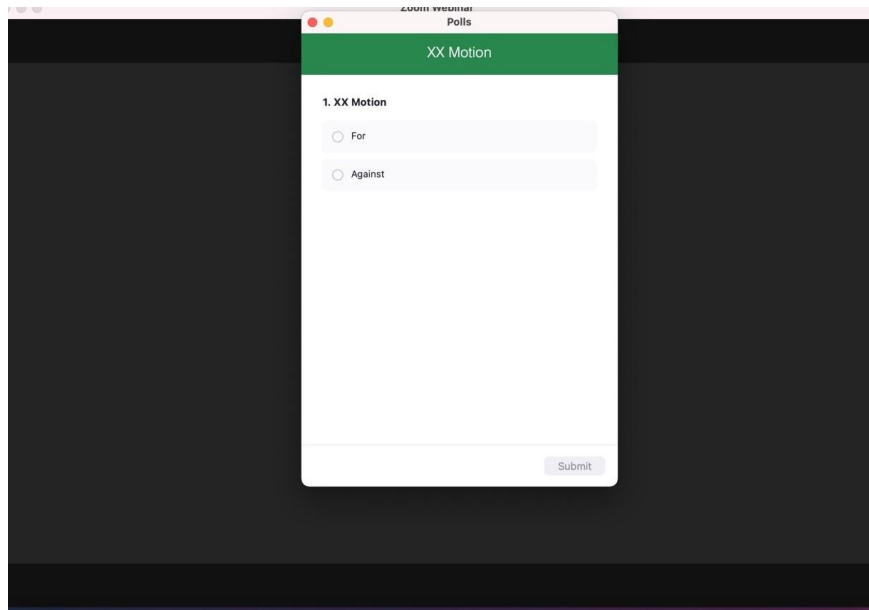
3.4 Allow time for others to contribute

It's important that everyone who wants to contribute has an opportunity to do so and we would ask you to respect this by keeping your contributions brief and on point.
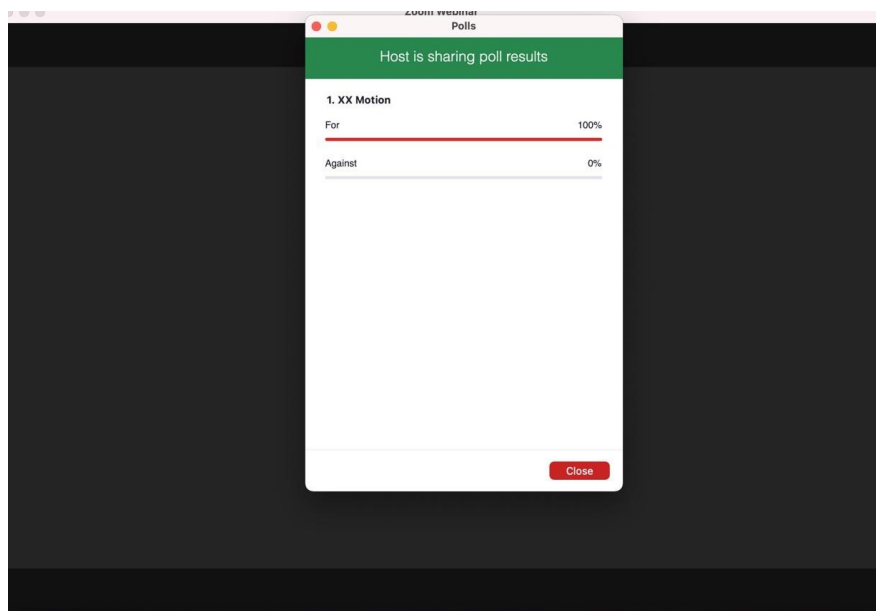
4 Voting at SGM

Voting on <mark>motions/resolutions</mark> for the SGM will be carried out through the poll function on Zoom. A poll will pop up on screen as shown below. Before closing any poll, we will give plenty of notice that we are going to do so.

IMPORTANT: Voting can only be done with the Zoom app. Download the Zoom app for the device you are using at least 30 minutes before the meeting

When the poll is complete the chair will announce provisional results which will need to be verified by tellers before they become official.

FAQ's

- **What personal data will be used?**
  In order to attend this SGM, participant's name, email address, phone number and account number are required. It is necessary for Core Credit Union to share this data with Zoom to run this SGM successfully. We will not share this information with any other party.

- **Will this meeting be recorded?**
  This SGM will be recorded for the purposes of the minutes. This recording will not be shared with anyone.

- **Do I need to download the Zoom app to my device?**
  No. But the app does give a better experience. You can download the Zoom app if you wish, but this is not a requirement. Zoom can operate through your internet browser. i.e. Google, Firefox, Safari etc. Simply click on the link provided to you and carefully follow the onscreen instructions.

- **Can I log into the SGM several times, on multiple devices?**
  No. The link you receive is unique to you and will only work on a one registered user basis. If the link was forwarded to another party, it will not work.

- **I don't have access to 3G/4G, or I have poor broadband. What should I do?**
  You can join the webinar by audio, but functionality is limited. The numbers needed to dial into the webinar will be provided in the email issued to you in the days leading up to the meeting.

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