

## How to Register for a CUPE 411 “Zoom” Union Meeting

In the wake of the COVID-19 pandemic your Union has been forced to hold General Membership meetings through virtual means as we are currently not permitted to host in-person meetings. As such we will be using the “Zoom” platform to do this and have provided instructions below on how to register for and gain access to these meetings.

### STEP 1

The Union President will send out an email at least one week prior to the meeting date that has the details on how to register for the Zoom meeting. It will have the meeting details (i.e., date/time), as well as the clickable link to register.

Good Evening Members,

Due to the COVID-19 pandemic, at this time CUPE 411 is required to host our General Meetings using an on-line virtual platform (ZOOM).

Please accept this advance invitation to register for virtual attendance at the **January 16th** CUPE 411 General Meeting. You will be able to participate in the meeting that will follow.

Here is the link where you can register to participate in this meeting, you will have until 9am on **Saturday** January 16th to submit your registration. The meeting begins at **9:30 am**. You must use a personal e-mail account as your school district email will not be accepted.

[https://us02web.zoom.us/meeting/register/tZEucOqqrjopHdYbH\\_HlysAc6ck4-Uiz9iAc](https://us02web.zoom.us/meeting/register/tZEucOqqrjopHdYbH_HlysAc6ck4-Uiz9iAc)

After registering, you will receive a confirmation email containing information about joining the meeting.

You will get a confirmation e-mail promptly after submitting your registration that will have the meeting details (i.e. date/time) along with the link to join the meeting as well as the password.

Every registration submission will be vetted and those that are not currently in good standing with CUPE 411 will have their registration removed.

**NOTE:** The Union President will also post the above noted information on the Union’s Facebook page the same day as the e-mail is sent.

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The Union will also post the Agenda on the Union’s website at least the day prior to the meeting and there will be a clickable link to register there.



### General Members Meeting - AGENDA

Location: [Zoom](#)

Date: January 16, 2021

Time: 9:30am

o Roll Call of Officers

Table Officers	
President:	Dale Obirek
1 <sup>st</sup> Vice President:	Tracey O’Hara
2 <sup>nd</sup> Vice President:	Glenda Johnson
Treasurer:	Wendi Omeasoo
Secretary:	April Mancinelli
Chief Shop Steward:	Carla Tizzard
National Rep.:	David Scott

Shop Stewards	
Assistants:	Jodie Adam (2 yr)
	Lorie McLaren (1 yr)
Clerical:	Brittany Rimschneider (2 yr)
	Kimberly Chambet (1 yr)
Custodial:	Matthew Kohanik (2 yr)
	Eileen DeCoste (1 yr)
Maintenance:	Roman Vlaanderen (1 yr)
Transportation:	Kelly Cutler (1 yr)

- o Approval of Agenda
- o Approval of Previous Meeting Minutes from **November 19, 2020**

## STEP 2

When you click on the link, you will be redirected to the following page and you must complete all the fields with an asterisk and then click “Register”.

Meeting Registration

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Topic      CUPE 411 January General Meeting

Time      Jan 16, 2021 09:30 AM in [Vancouver](#)

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First Name\*      Last Name\*

Tracey      OHara

Email Address\*      Confirm Email Address\*

vicepresident@cupe411.ca      vicepresident@cupe411.ca

\* Required information

[Register](#)

# How to Register for a CUPE 411 “Zoom” Union Meeting

## STEP 3

You will then receive a confirmation e-mail, DO NOT lose this email, as it has the link to Join the meeting.

Hi Tracey OHara,

Thank you for registering for "CUPE 411 January General Meeting".

Please submit any questions to: [president@cupe411.ca](mailto:president@cupe411.ca)

Date Time: Jan 16, 2021 09:30 AM Vancouver

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)

Passcode: 200917

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap

US: +16699006833,,85373201372# or +19292056099,,85373201372#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 929 205 6099 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 346 248 7799

Meeting ID: 853 7320 1372

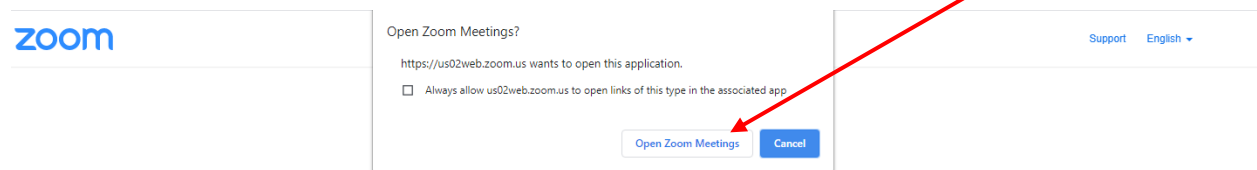
Passcode: 200917

International numbers available: <https://us02web.zoom.us/j/85373201372>

You can [cancel](#) your registration at any time.

## STEP 4

When you click on that link you will be redirected to the “Zoom” webpage & click “Open Zoom Meetings”



Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

[Launch Meeting](#)

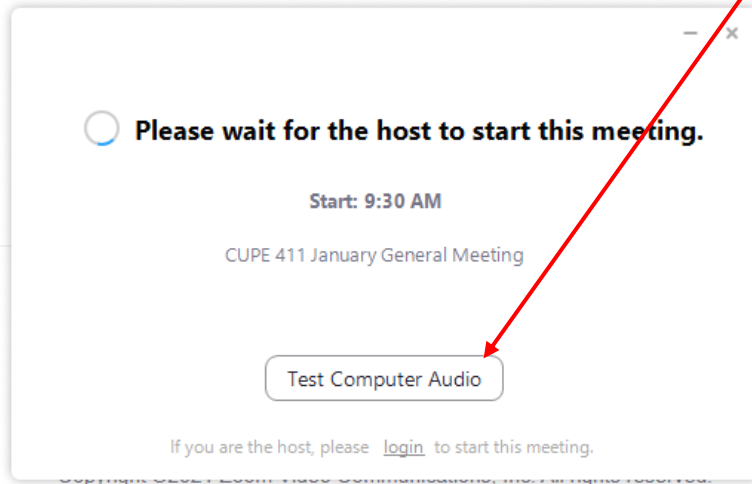
Don't have Zoom Client installed? [Download Now](#)

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[Privacy & Legal Policies](#)

## How to Register for a CUPE 411 “Zoom” Union Meeting

### STEP 5

You will then get a pop-up screen & you should test your “Computer Audio”, just to make sure it is working correctly.



### STEP 6

You will then get another pop-up asking if you want to “Join with Video” or “Join without Video”, the choice is yours as we realize members may not be comfortable being on camera.

Always show video preview dialog when joining a video meeting

Join with Video

Join without Video

### STEP 7

The final pop-up will appear, and you will need to wait patiently until let into the meeting.

**Please wait, the meeting host will let you in soon.**

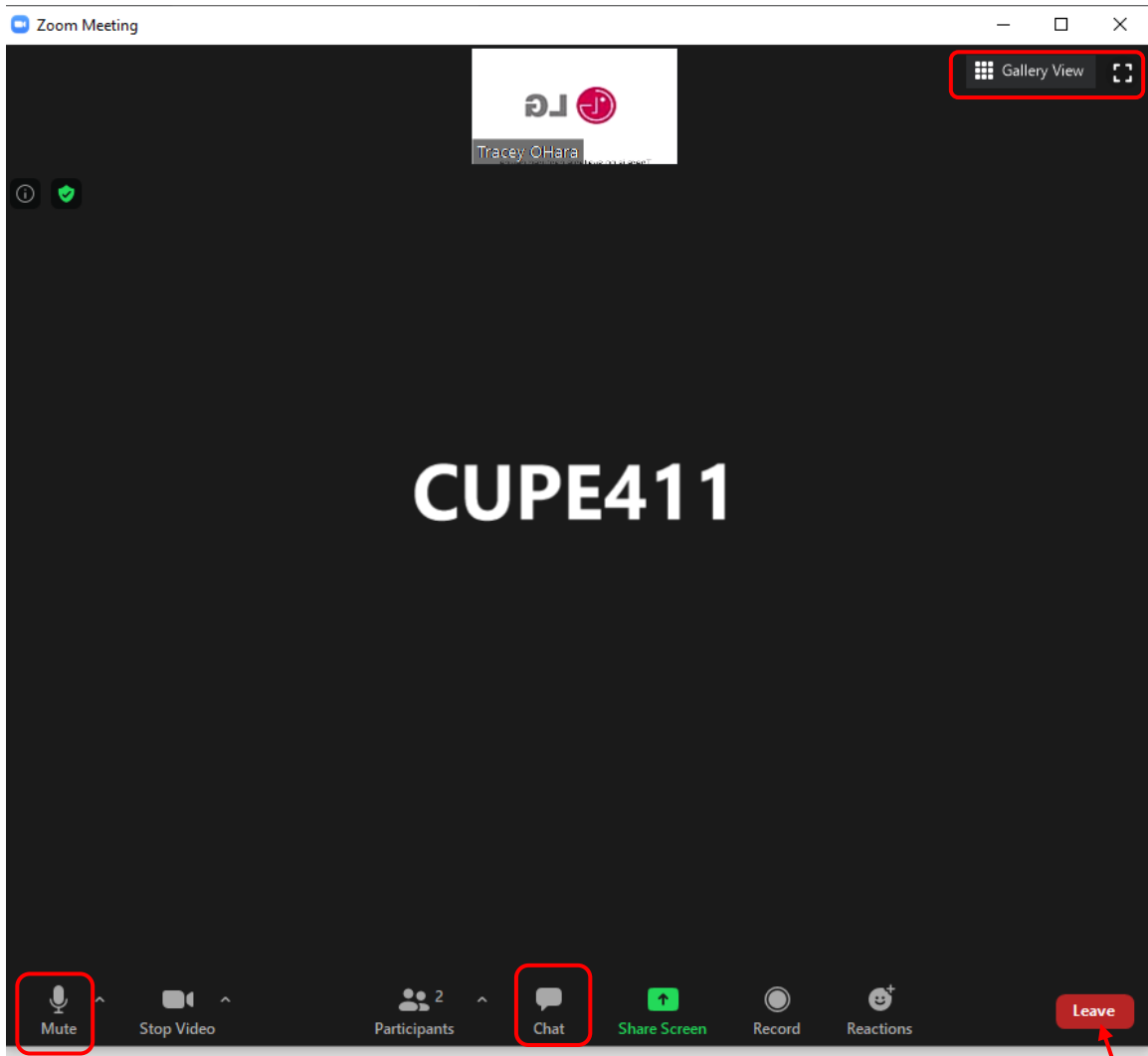
CUPE 411 January General Meeting

1/16/2021

## How to Register for a CUPE 411 “Zoom” Union Meeting

### STEP 8

Once you have been admitted to the meeting the following screen will appear and you will have options to layout the view, use the chat feature, mute, etc.



When the meeting is over, or if you can no longer participate you will need to click on the “Leave” icon and then you will need to click the “x” in the top right-hand corner of the screen to close the screen.

This entire process will need to be completed for joining future meetings.

**IMPORTANT:** Members who have any questions or concerns can reach out in the following ways:

**E-mail:** [unionoffice@cupe411.ca](mailto:unionoffice@cupe411.ca)

**Office Phone:** 604-392-1411

**President Cell Phone:** 604-316-9923 (call or text)