



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

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MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager *Eldon Ralph*

DATE: September 30, 2020

SUBJECT: Addendum for **GHI OPEN SESSION** Board Meeting on October 1, 2020.

GHI Open Session

6h. Proposed Agenda and Preparations for the 2020 Annual Membership Meeting – (Attachments #13a – 13c)

The annual meeting on October 29, 2020 will comprise a virtual Zoom meeting for members to participate remotely via computer or smartphone and an in-person meeting option at Greenbelt Youth Center Gymnasium at 99 Centerway, Greenbelt, MD. The in-person meeting is specifically for the benefit of a limited number of members who may not have a computer, smart phone, or internet connection.

Attachment #13a is the proposed agenda for the annual membership meeting. Once finalized, it must be mailed to the membership between October 9th and October 20th. The Board should decide (by consensus) what changes should be made to the proposed agenda.

Attachment #13b is a schedule of planning activities for the annual meeting.

Attachment #13c is an information sheet about the annual meeting that will be mailed to each member along with the notice and agenda for the annual meeting.

Staff welcomes comments and questions from the Board about information in the attachments and any other questions regarding the preparations that are being made for the annual meeting.

2020 ANNUAL MEMBERSHIP MEETING

October 29, 2020

7:30 p.m.

MEETING LOCATIONS:

1. A virtual Zoom meeting for members to participate remotely via computer or smartphone.
2. An in-person meeting option at Greenbelt Youth Center Gymnasium at 99 Centerway, Greenbelt, MD 20770. *(No more than 50 persons may physically attend the meeting at this facility, due to public gathering restrictions resulting from the Covid-19 pandemic).*

AGENDA

1. Issuance of voting cards beginning at 7:00 p.m. (only for members physically attending the meeting at the Greenbelt Youth Center) *.
2. Proof of due notice of meeting.
3. Certification of presence of a quorum.
4. Approval of agenda.
5. Action on minutes:
 - a. Annual Meeting – May 9, 2019.
 - b. Special Membership Meeting – December 12, 2019.
6. Reports of officers, directors, and elected committee.
7. Presentation of Candidates.
8. Nominations and Elections of the Nominations and Elections Committee.
9. Old Business.
10. Announcements.
11. Recess.

Ed James
Secretary

* Registration for persons attending the meeting at the Greenbelt Youth Center will be alphabetical by last name. Where two or more persons hold a membership together and their last names differ, the registration lists will first show the name of the first person on the Mutual Ownership Contract (MOC). *Example: The membership is held jointly by Pamela Arcadia and Joe Zenith. Joe Zenith's name is shown first on the MOC. Pamela Arcadia would therefore register at the table displaying the letter "Z".*

Schedule of Deadlines

Annual Meeting: October 29, 2020 at 7:30pm Voting Continues: Friday, October 30, 4–8pm (in-person), online polls close at 12pm	
Monday, October 5	GHI sends GetQuorum Notice, Agenda, and any additional meeting materials
Friday October 9– Monday October 19 §IV.4: 10–20 days before election	GHI management office mails annual election notice to all GHI members, accompanied by an application for an absentee ballot.
Monday, October 12	GHI sends Get Quorum a master member list containing 1600 addresses and email information pertaining to each address
Wednesday, October 14	GetQuorum sends invite/registration emails to GHI members for the Annual Meeting
Thursday, October 15 §IV.8.a: at least 14 days before election	N&E Committee submits a list of nominated candidates for all elective offices to the Board Secretary for immediate publication/posting.
Sunday, October 18 by noon N&E: 2 day before News Review ad deadline	Deadline for candidates to submit a biographical sketch (250-word maximum) for publication in the <i>Greenbelt News Review</i> to the GHI office or an N&E member.
Monday October 19 noon – Wednesday, October 28, noon N&E: extended period for absentee ballot application	Members may pick up an application for absentee ballots from the Member Services Department at the GHI management office (in addition to the mailed copy).
Tuesday, October 20 by 5pm §IV.8.a: 9 days before election	Final deadline for candidate nomination by written petition. Requires at least 10 member signatures and a signed consent form submitted to the GHI office or Board Secretary Ed James (56D Crescent Road).
TBD N&E: TBD	Online Candidates' Forum: Candidates for Board or Audit Committee are invited to give statements and answer questions in an online forum coordinated by the Nominations & Elections Committee.
Thursday, October 22 N&E: 8 days before election	Candidate biographies appear in the <i>Greenbelt News Review</i> .
Thursday, October 22	Dress rehearsal for Annual meeting via Zoom
Friday, October 23 N&E: 2 workdays after candidacy deadline	Absentee ballots available at GHI Office.
Saturday, October 24 by 5pm §IV.8: 5 days before election	Deadline for members to submit official proxy forms to GHI management office by 6 pm Friday October 23 (office is open), or to Board Secretary Ed James (56D Crescent Road) by 5pm Saturday, October 10.
Tuesday, October 27	Send GetQuorum list of members and list of members registered to attend the in-person meeting and names of persons on the panel consisting of moderators/presenters/deaf-hearing interpreters/Board members. GetQuorum will send GHI a list of members who have not registered to attend the meeting. Deadline for in-person registration

<p>Wednesday, October 28 by 5pm N&E: 1 day before election begins</p>	<p>Deadline to return absentee ballots to the Director of Member Services at the GHI management office.</p>
<p>Thursday, October 29 at 7:30pm §IV.8c: election immediately after "annual meeting"</p>	<p>Annual Membership Meeting. Afterward, members may cast ballots on-line for elections to the Board of Directors and Audit Committee.</p>
<p>Friday, October 30, 4–8pm, Online voting closes at 12pm §IV.8c: election day follows annual meeting</p>	<p>Election Day Polls open outside GHI office to vote for Board of Directors and Audit Committee.</p>
<p>Friday, October 30, 12 noon</p>	<p>GetQuorum closes online voting for Board/Audit Committee roster. GHI provides voting roster to GetQuorum.</p>
<p>As soon as practical after polls close and ballots can be counted.</p>	<p>Election results will be posted as soon as possible at the GHI management office, at the Co-op supermarket, on the GHI web site, and the next edition of the <i>Greenbelt News Review</i>. Please allow extra time.</p>

GHI VIRTUAL/IN-PERSON ANNUAL MEMBERSHIP MEETING INFORMATION

Greenbelt Homes Inc. is excited to host our first hybrid virtual and in-person annual membership meeting Thursday, October 29, 2020 at 7:30pm via Zoom, and at the Greenbelt Youth Center located at 99 Centerway Drive, Greenbelt Md. It means that we will have two forms of the meeting available to members! We are holding a hybrid meeting because of restrictions on the size of public gatherings imposed by Prince George's County due to the Covid-19 pandemic.

If possible, members are strongly encouraged to attend the virtual meeting. For the virtual meeting, you will log in to a Zoom meeting platform (from anywhere via a computer or smartphone and internet connection) and have the ability to view a live video feed of speakers, as well as any presentation slides, right on your screen. If you do not have access to a computer or smartphone, you may dial into this meeting in listen-only mode but will not be able to participate

The in-person meeting at the Greenbelt Youth Center is particularly for those members who do not have access to a computer, a smartphone, or an internet connection. The room capacity is limited to 50 people. Eight officials (GHI's Board President, GHI's Board Secretary, a parliamentarian, two staff persons, an audio technician and two members of the Nominations and Elections Committee) will attend the in-person meeting, so only forty-two (42) other members can register to attend the in-person meeting.

Learn more by reviewing the important information fact sheet below and responses to frequently asked questions.

IMPORTANT INFORMATION

VIRTUAL MEETING

- **Thursday, October 29, 2020 at 7:30pm – Virtual Meeting opens at 7:00pm.**
- **If you are not familiar with Zoom, please join at 7pm to become familiar with zoom meeting controls.**

IN-PERSON MEETING: Greenbelt Youth Center

- **Thursday, October 29, 2020 at 7:30pm – Doors open at 7:00pm.**
- **Requires advance registration, and only members listed on the Mutual Ownership Contract can attend.**
- **Attendees are required to submit to temperature testing prior to being allowed into the meeting hall.**
- **Wear a mask and practice social distancing by staying 6 feet from others as much as possible. Anyone without a mask at any time will need to leave.**

- **Turn off your cellular or smart device's Wi-Fi to prevent interference with the meeting's internet speed/connection.**

FREQUENTLY ASKED QUESTIONS

REGISTRATION

How do I register and access the virtual meeting?

The virtual meeting will be broadcast using a Zoom Webinar presented by GetQuorum, the company GHI hired to host the virtual meeting. In order to participate in the meeting, you must have the Zoom desktop or smartphone client. This client application is available for most computers, tablets, and smartphones. If you participate in other meetings using Zoom, you already have this client. Installation is simple and only takes a single click and a few minutes to complete. Please visit <https://zoom.us/test> to conduct a test run once you have installed the Zoom application.

To participate in the virtual meeting, GHI must have your email address. Everyone who receives the E-News or has responded to recent requests to provide your email will automatically be registered. GHI will submit names, unit addresses and email addresses of members to GetQuorum, who will send you information via email several days before the annual meeting including the access link to join the Zoom virtual meeting platform. To attend the meeting virtually, you must register online using the link sent in the notice emailed to you. After registering, you will receive an email with instructions to join the meeting webcast.

The following members will be ineligible to participate in the virtual meeting:

- a. A member who designates another member as their proxy,
- b. A member who submits an application for an absentee ballot,
- c. A member who registers to attend the annual membership meeting in person.

Please note that if you dial into the meeting by telephone, you will not be able to participate in live voting.

What will my virtual meeting registration include?

Your virtual meeting registration will give you access to the notice of the meeting, agenda, voting topics, and additional information related to attending the meeting virtually. If you have any questions regarding the virtual meeting, please call Christine Gyemfi in the Member Services Department Office at 301-474-4161, ext. 1147 or send an email to cgyemfi@ghi.coop.

How do I register for the in-person meeting?

To register for the in-person meeting, please complete the registration form that is included in your packet of annual meeting materials and submit it to GHI's Member Services Department at

1, Hamilton Place Greenbelt. Please note that registrations will close after forty-two 42 persons have registered to attend the in-person meeting.

MEETING PROCEDURES

How do I prepare for the virtual meeting and become familiar with the meeting controls?

To prepare for this meeting, GetQuorum will send information to your email address regarding how to raise your hand to ask questions, vote, use the chat function, etc., no later than one week prior to the meeting. In addition, GHI has arranged for member volunteers who are familiar with the Zoom platform to schedule virtual information sessions with members prior to the annual meeting. Dates for the virtual information sessions will be published in GHI's e-newsletter. It is very important to become familiar with the Zoom controls prior to the meeting. For members dialing in via cellphone (non-smart phone), you will only be able to listen to the meeting and not participate in live voting.

How will the in-person meeting be setup?

Registered participants and meeting facilitators will enter/exit through the back door of the gymnasium at the Greenbelt Youth Center. Face masks must be worn by everyone entering the facility. Temperature checks and recording of your contact information are required upon entry. Seats will be at a minimum of 6 feet apart. Restrooms will be available for use. The main entrance door to the gymnasium will be closed and only used in case of an emergency.

How will voting take place during the meeting?

Live voting will take place on items such as the approval of minutes for the annual meeting and special membership meetings that were held respectively on May 9 and December 12, 2019 and elections of members to the Nominations and Elections Committee.

For participants in the virtual meeting, a polling window will pop-up on the screen of your computer or smart phone which will allow you to register your choice of vote. Once polling on an item is closed, Get Quorum will report the results to the GHI Board President who will chair the annual meeting.

Members attending the in-person meeting will be issued voting cards upon arrival at the meeting. Polling at the in-person meeting will be done by a "show of cards" vote. Members of the N&E Committee will count the votes and report the tally to the GHI Board President.

The Board President will add the votes received from the virtual and in-person meetings and announce the results to the audience.

Will the meeting be recorded?

Yes. GetQuorum, the virtual meeting host, will provide GHI a recording of the meeting within 48 hours after it recesses.

VOTING AFTER THE ANNUAL MEMBERSHIP MEETING RECESSES

How will the election of members to the Audit Committee and the Board of Directors be conducted?

After the annual meeting recesses, Get Quorum will open a voting portal on the Zoom on-line platform so members can cast ballots in the Audit Committee and Board of Directors election. The voting portal will be open from the time the annual meeting recesses on Thursday night until noon Friday, October 30, 2020.

Members attending the in-person meeting will be able to cast ballots at the Greenbelt Youth Center after the annual meeting recesses.

On Friday, October 30, 2020, in-person voting will also be conducted outside the GHI Management Office from 4.00 p.m. to 8.00 p.m. All members casting ballots must wear a face mask. The following members will be ineligible to vote during this time:

- a. A member who has designated another member as their proxy,
- b. A member who has submitted an application for an absentee ballot,
- c. A member who has voted online.

The Nominations & Elections Committee has made the following arrangements to enable members to cast ballots in-person with minimal social contact:

1. **Absentee Ballots:** Members can receive an absentee ballot by completing the application they will receive with the annual meeting announcement and returning it to the Director of Member Services at the GHI Management office by noon on Wednesday, October 28, 2020.
2. **Proxies:** Members can designate a proxy to vote on their behalf for the annual meeting and election by submitting official proxy forms to the GHI management office or the Board Secretary Ed James (56D Crescent Road) by 5 p.m. on Saturday October 24, 2020. Note that a member can carry no more than one proxy.
3. Members voting Friday from 4–8pm will be given the opportunity to schedule an appointment for priority balloting; these appointments will also distribute voting throughout the day and reduce crowding. Members who do not schedule an appointment are welcome to come any time at their convenience during election hours to cast a ballot. If needed, they will be asked to form a line with 6 feet between members.