



## **Special Producer Memo**

### **2021 Fall-Winter Regional Business Meetings Virtual Delivery Format**

Due to the uncertainty of current or future COVID-19 restrictions in many areas of our province and with a view to complying with the New Brunswick Department of Health directives regarding COVID-19, NBCP has decided it would be best to deliver the regional meetings in an online format the same as last year.

We will be showing recorded presentations of our Regional Meeting presenters. If you have any questions regarding the upcoming regional meetings, don't hesitate to reach out to the NBCP offices at 506-458-8534 or [financemanager@bovinsnbcattle.ca](mailto:financemanager@bovinsnbcattle.ca).

Please see the note below with the new dates for the virtual NBCP 2021 Fall-Winter Regional Meetings. A few special notes on this meeting format and procedures:

1. These meetings will be delivered virtually through Zoom
2. You have the option of joining online through your computer OR using the dial in phone numbers provided. Please do not let technical barriers limit your participation, the meeting is simply a phone call away.
3. Presentations will be recorded prior to the meeting to avoid any internet challenges that may arise during the meeting. Presenters will be available to answer questions following the recorded presentations.
4. Simultaneous translation will be available, so you can join the meeting in the official language of your choice.
5. Nominations for regional director will be accepted from the floor during the meeting. If an election is required, a mail in ballot will be forwarded to each member from the region and votes will be tabulated at the NBCP office by independent, non-producer scrutineers.

***For more information or to register for this event please call Brenda at 506-458-8534 or email [financemanager@bovinsnbcattle.ca](mailto:financemanager@bovinsnbcattle.ca)***

**Note: All Presentations Will Be Recorded and Available for Viewing in English and French on the New Brunswick Cattle Producers YouTube Channel:**  
[https://www.youtube.com/channel/UCxYGEzk8a5phDV\\_G3-A3Qig](https://www.youtube.com/channel/UCxYGEzk8a5phDV_G3-A3Qig)

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## Regional Meeting Schedule

Please review the following list of meeting events closely to ensure that you attend the appropriate event for your region if you wish to participate in the nomination process for Regional Director. Producers are welcome and encouraged to attend as many or all of the regional meetings as they wish. For more information or to register for any of these events please call Brenda at 506-458-8534 or email [financemanager@bovinsnbcattle.ca](mailto:financemanager@bovinsnbcattle.ca)

### 1. Regions 5, 6: Kent, Westmorland & Albert Counties

**Date:** Tuesday, January 11, 2022

**Time:** 8:00pm – 10:00pm

**Note:** Simultaneous Translation Will Be Provided

**ZoomLink:**

<https://us06web.zoom.us/j/88186263532?pwd=ZGJWVk9iRm4yOFY3a3lHaWFZNFAYZz09>

**Meeting ID:** 881 8626 3532

**Passcode:** 824849

### 2. Region 8: Kings & Saint John Counties

**Date:** Wednesday, January 12, 2022

**Time:** 8:00pm – 10:00pm

**Zoom Link:** <https://us06web.zoom.us/j/83248262227?pwd=RnhmVkNVYmOrd0tKejRTSWpvNEoyQT09>

**Meeting ID:** 939 0299 6439

**Passcode:** 010642

### 3. Regions 1, 2, 7: Victoria, Carleton, York, Sunbury, Queens & Charlotte Counties

**Date:** Thursday, January 13, 2022

**Time:** 8:00pm – 10:00pm

**Zoom Link:** <https://us06web.zoom.us/j/85851654657?pwd=dEtZSnJWcE1XaFh5bEdaZFFJVTRDUT09>

**Meeting ID:** 858 5165 4657

**Passcode:** 595622

### 4. Region 3, 4 – Madawaska, Restigouche, Gloucester & Northumberland Counties

**Date:** Saturday, January 15, 2022

**Time:** 10:00am to 12:00pm

**Note:** Simultaneous Translation Will Be Provided

**Zoom Link:** <https://us06web.zoom.us/j/87165653206?pwd=ZXVtL0NtTEJCaDAwbmpzTWpsUllzQT09>

**Meeting ID:** 871 6565 3206

**Passcode:** 673020

## Connect by telephone

Dial by your location

+1 438 809 7799 (Quebec, Maritimes)

150 Woodside Lane, Suite 2, Fredericton, NB E3C 2R9

Email/Courriel : [financemanager@bovinsnbcattle.ca](mailto:financemanager@bovinsnbcattle.ca) Office/Bureau : 506-458-8534

[www.bovinsnbcattle.ca](http://www.bovinsnbcattle.ca)



## Regional Meeting Agenda

1. Welcome and Approval of agenda
2. Review minutes of previous meeting
3. Business arising from minutes
4. Chairman's Update
5. Review of Financial Statements
6. Review Annual Budget
7. Nomination of directors, if required
8. Question & Answer, Discussion Period
9. Adjourn

If planning to join one of the above meetings via the Zoom app OR by internet browser, attendees should ensure that they have working speakers and that there is a working microphone or headset (headphones with a built-in microphone is one example). A webcam is NOT required however if planning to use one, please ensure that your browser will allow access to your microphone/camera. If unsure, simply ask the Tech once you're in the workshop

If you encounter any issues with allowing those permissions, please use the following resources:

Mac/iOS Users: [Camera/Audio Permissions](#)

Windows Users: [Windows Camera/Mic Permissions](#)

**In order to make this a valuable and positive experience for all, we have a few instructions included below.**

The platform you will be using is ZOOM.

The platform supports users on PC, Mac, Linux, iOS, and Android.

Log in access will start 15 minutes prior to each session in order to allow ample time to enter. If you attempt to log in prior to that, you will not be able to enter. During the session, you will be able to log in and out as needed.

Any inquiries or technical issues can be directed to: [financemanager@bovinsnbcattle.ca](mailto:financemanager@bovinsnbcattle.ca) as we will be actively monitoring this email during the session and are happy to help.



### FOR COMPUTER USERS

You are NOT required to download any particular software, you can log in through the link in the confirmation email. Once you click the link, it will redirect to your browser. If you do not wish to install the app, simply click the blue “Launch in Browser” halfway down the screen.

If you have the Zoom application downloaded to your computer, feel free to use the software.

### FOR APP USERS

To download for Android: [Google Play Store - Zoom App](#)

To download for iOS: [Apple Store - Zoom App](#)

For all other mobile platforms: Search Zoom Cloud Meetings and follow the download instructions.

Click the link, it will then redirect to your browser. A pop-up should appear prompting you to launch the App.

Alternatively, open the app. Then click Join A Meeting. Enter the Meeting ID and your name. Then enter the Password.

### FOR PHONE USERS

Select the appropriate phone number for your location from the list below. You’ll be asked to enter the Meeting ID, found in the confirmation email. When asked to input a participant ID, please press #. We recommend using this as a backup option for the Training sessions if you are experiencing audio or microphone issues, as phone callers are unable to view the speakers or participate in the chat function if not also using either of the above options.

### Connect by telephone

Dial by your location

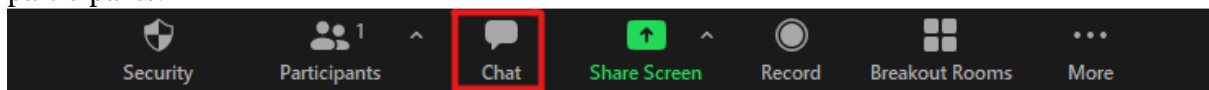
+1 438 809 7799 (Quebec, Maritimes)

## General Information

All attendees will have their audio and video turned off upon entry to the call and we ask that you remain with them off unless prompted by the moderator or trainer. This is to allow the focus to remain on the workshop/meeting and to avoid any technical issues.

- Please note: During the training, all attendees will be prompted to turn on their audio, as well as video for any who are interested.

Please feel free to participate in the chat function throughout the session. You can open this by clicking the CHAT button at the bottom of your screen. Any messages sent will be seen by all participants.



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You can also send a direct message to individual members in the call by clicking dropdown menu next to the TO: button above the Chat and selecting the person you wish to send the message to.



### Q&A Instructions

- There will be Q&A segments at various points throughout the Zoom Training workshops with the moderator/trainer. Once the moderator has opened it for questions, you can either ask a question/answer a question/make a comment using the Chat function OR ask to verbalize your question by clicking the Raise Your Hand button at the bottom of the Participants panel. The moderator will select all questions to be answered.
  - When Raising Your Hand, if the moderator selects you for a question, they will introduce you and give you an indication to proceed with your question.
  - Please ensure you have minimal background noise and wait for us to ask to turn your microphone on in order to ensure that your question is clearly heard. A pop up will appear on your screen indicating that we've asked you to turn on your microphone.
  - To learn how to Raise Your Hand on your platform, please use the following link: [Zoom - Attendee Controls](#)