

Frequently Asked Questions

Q: When is the Hepburn Energy 2024 Online AGM?

The AGM will be held online via [Zoom Webinar on Monday 25 November from 5:30-7 pm](#)

Q: How do I participate in the Hepburn Energy 2024 Online AGM?

The 2024 Hepburn Energy AGM will be held online using Zoom. To participate in the webinar members must first register online via [Eventbrite here](#). Once registered members will be emailed an 'AGM Pack' which will provide further details on how to participate in the AGM and contain links to the Zoom webinar and other key documents.

Please review the Annual Report, Disclosure Statement, Minutes of the last AGM and this year's AGM Agenda. All meeting documents are available on our website <https://www.hepburnenergy.coop/membership/> under 'Official member documents' and then 'Hepburn Energy 2024 AGM Documents'. If you're new to Zoom, make sure you have signed up and have it downloaded (instructions below, if you've used Zoom before but not often you may want to check that it doesn't require updates in advance

On November 25, sign in via Zoom, watch the presentations, ask questions via the Q&A, and motion with Zoom functions - all described in detail in the AGM pack.

Please send us an email at info@hepburnenergy.coop if you have any concerns about the process or would like more information.

Q: How do I download Zoom?

A: If you do not have Zoom on your device you can download the **Zoom Desktop Client** for free, for [macOS](#), [Windows](#), [Linux](#), and [ChromeOS](#), as well as the Zoom Mobile App for [iOS](#) and [Android](#), from the [Download Centre on the Zoom website](#).

If you do not wish to download Zoom you will still be able to view the webinar using the link provided by email but you will not be able to engage with the meeting.

Q: How do I sign up for Zoom?

A: To sign up for your own free account, visit the [Zoom sign-up page](#) and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.

Visit the [Zoom getting started guide for new users](#) for more information

Q: How do I sign into Zoom?

A: If you already have Zoom on your desktop or device, you may need to log in to access the Webinar. Make sure you have your personal Zoom sign-in details before trying to join the meeting. For full directions, use the [link here](#).

Q: How do I join the AGM webinar?

You can join the Zoom Webinar by clicking the Zoom link provided in the 'AGM Pack' email members receive following Eventbrite registration OR by clicking the "View Links" then the "Open in Zoom" link on the Hepburn Energy 2024 AGM Eventbrite Online Event Page, see below:

Member Admission

Contact Information

First Name *
Gale

Surname *
Gusto

Email *
gale.gusto@gmail.com

Delivery Method
eTicket

[+ View complete attendee info](#)

Hepburn Energy 2024 online AGM Starts in 41 days



📅 Mon, Nov 25, 2024
🕒 5:30PM-7:00PM

Hepburn Energy will be hosting our 2024 AGM via Zoom Webinar. This will cover several significant developments, such as progress on our battery storage project, our community impacts and retailing future.



Organised by
Hepburn Energy

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📁 All Bookmarks



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If you have Zoom downloaded, you will either be prompted to provide your sign-in details (please see the above “Q: How do I sign in to Zoom?” for directions if required) or taken into the Zoom webinar waiting room:



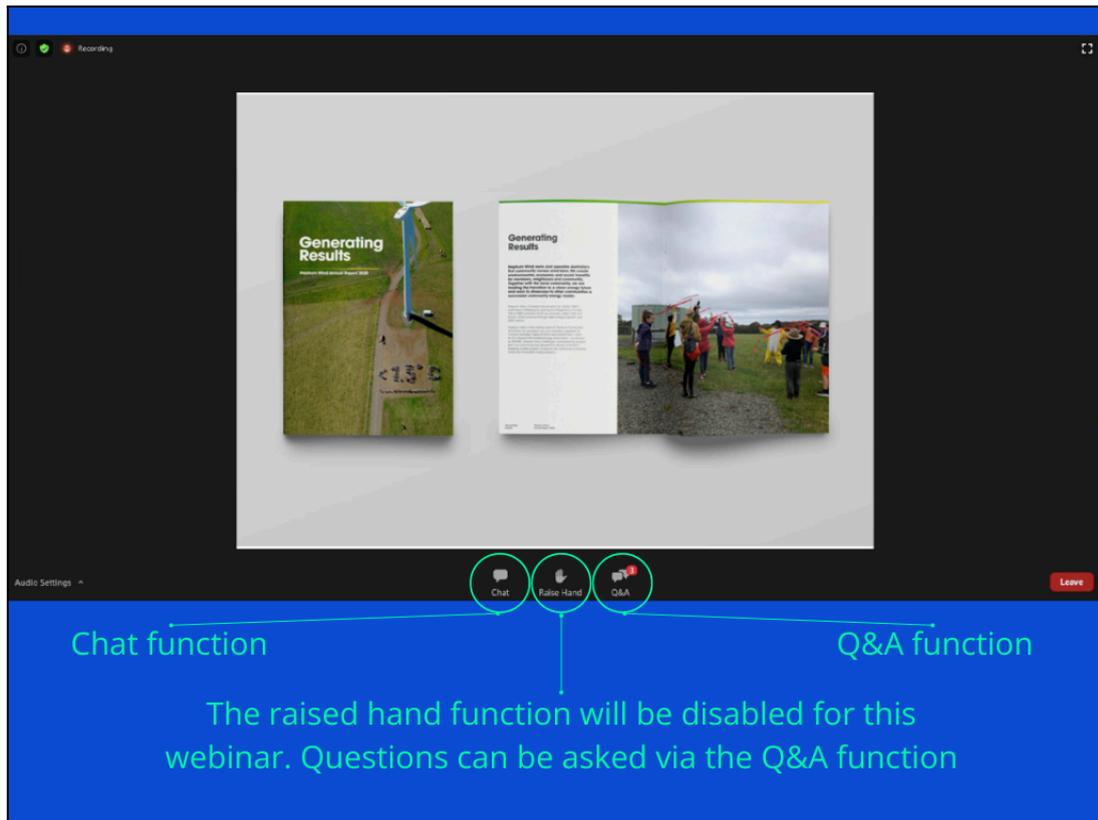
If you do not have Zoom downloaded please click “Join from your browser” which will let you view the AGM. However, this will be view only and you will not be able to engage with the meeting, it is preferred that you have Zoom downloaded.

Q: Will I have audio or video on?

A: You will not have audio or video on. Unlike Zoom meetings, video and audio are limited to the presenters. Instead of a verbal engagement or a show of hands, you will be able to use the Zoom Chat, Poll and Q&A functions, described below.

Q: How will I engage with the Zoom Webinar?

A: The image below is indicative of how the Zoom Webinar platform looks. Down the bottom you can see that there are three options for engagement, the Chat window, Raise Hand and Q&A. During the meeting, we will be using the Chat, Poll and Q&A functions. These steps are described below.



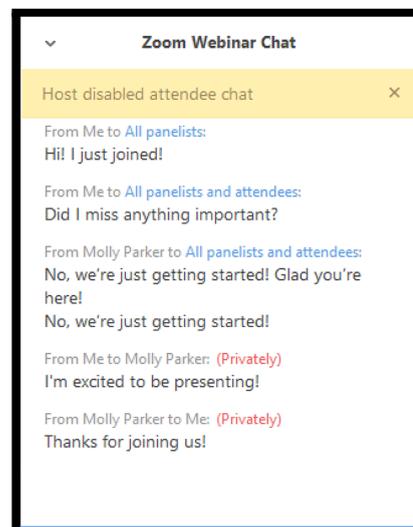
Q: How to chat in a webinar?

During our online AGM, the chat function will be used to move and second motions.

To use the Chat function simply:

- Click on the chat icon  on the bottom of your screen.
- In the window that will open, type your name and if you wish to move or second i.e. "David Graeber - Moved", "Gloria Watkins - Seconded"
- Press enter.

***Please note:** The chat function will be deactivated except for when a motion is put to members. If you have questions, they can be answered via the Q&A function described below.



Q: How will motions be moved, seconded and passed?

A: Moving, seconding and passing a motion is an important procedural element of an AGM. Typically a person will raise their hand in an AGM to move or second. As this meeting will be online, we will be moving and seconding motions via the **Webinar Chat function** described above. To use the Chat function simply:

- a. Click on the chat icon  on the bottom of your screen.
- b. In the window that will open, type your name and if you wish to move or second i.e “David Graeber - Moved”, “Gloria Watkins - Seconded”
- c. Press enter.

If we have more than two people who provide their names, we will just take the first two in the minutes.

Q: How will I vote?

A: If there is a requirement for a vote at this AGM the poll function will be used.

The process will commence with a motion, and then the details of the vote will be summarised on the screen as a poll. The poll will have the following options to ‘Pass’, ‘Oppose’ or ‘Abstain’ on the motion. Please make your selection. The results of the Poll will then be presented on the screen.

Q: How will I ask questions during the AGM?

A: Meeting questions will be responded to after the financial year reports but you can post your questions at any time via the Q&A function. These questions will be moderated and answered by relevant board members or staff. If there are too many questions to be answered, then the most important/recurring themes will be addressed. Staff will also print out the list and be able to answer any questions after the meeting if they are not addressed. If you have a question ahead of time please feel free to send it to info@hepburnenergy.coop.

To use the Q&A function simply:

- a. Click on the Q&A icon 
- b. Click on the text input box and type your question.
- c. Click Send to submit the question.

Q: What documents do I need for the AGM?

A: We recommend that you have a copy of the Agenda, Annual Report, Disclosure Statement and 2023 AGM Minutes, plus this AGM pack available on hand or on your desktop.

You can download or view these documents from the membership page of our website <https://www.hepburnenergy.coop/membership/> under 'Official member documents' and then 'Hepburn Energy 2024 AGM Documents'. These documents may be added closer to the AGM date, please check this page regularly to ensure that you are up to date