



September 1, 2020

Dear Branches,

Re: **Notice of Business Meeting**

P.O. BOX 2000
CHARLOTTETOWN, P.E.I.
CANADA, C1A 7N8
TELEPHONE 368-4860

In light of COVID19 and current health directives, the PEIWI Board requires innovation to ensure the ongoing business of Women's Institute on PEI is maintained. Like all activities, the annual spring Convention was postponed then adjusted several times in preparation. To adhere to the most current health directive the Board will be hosting a business meeting in lieu of our annual convention on October 17, 2020. The meeting will continue to require some exceptions and most likely ongoing adjustments. Currently PEIWI is allowed two groups of 50 people onsite at any one location.

COVID 19 has given organizations some latitude in how to conduct business as such, please find enclosed registration form, mail- in voting cards, return envelope, delegate name sticker, meeting guidelines and Convention Booklet.

The Board will continue to explore options for the annual spring convention for 2021, in the meantime the following options exist for the upcoming business meeting:

- **Meeting Locations** – Your branch will be assigned to one of two rooms (The Courtyard or the Crowbush Room) at the Rodd Royalty Inn in Charlottetown. The rooms will be connected by closed circuit video. Delegates will be able to see and hear each other as each meeting will be projected on a large screen to each other in real time. Delegates will be seated using social distance measures. Board representatives will be at both rooms to assist with registration and meeting proceedings. Seating will be on a first come, first serve basis however delegates will be notified and assigned to a meeting room and entrance location in advance. Signage and/or a board member will also be available to assist at entrances.
- **Entrance Locations Assigned** – Please use the assigned meeting room as your required entrance. For those assigned to Crowbush, the lower level meeting room, the entrance will be the main lobby entrance. The entrance to the Courtyard, the main level meeting room, is at the front of the hotel to the left of the main entrance – and is identified by the wheelchair accessible door.
- **Vote by mail** – should a branch not want to attend in person due to COVID 19 concerns and to ensure branches still have input, the board has elected for mail in voting procedure for two items. Please refer to enclosed voting cards.
 - **Directions:** Resolutions and bylaws are depicted by Yellow and Green and applicable colored voting cards. Votes from your branch are due back to the WI office no later than Wednesday, October 14. Two votes per branch are available. Please note, all other items requiring voting will take place during the business meeting from both meeting rooms simultaneously.
- **Registration** - A registration form is enclosed in the Convention Business Meeting package. Please note, due to the current health restrictions, space is limited and will allow for only one representative per branch. Should health directives be altered by further easements or restrictions, the Board will notify branches with any changes. It is recommended to mail in registration whenever possible as the WI Office conforms to government building COVID regulations for visitors.
 - **Deadlines:** Delegates must preregister no later than Wednesday, October 14.

Respectfully submitted,
PEIWI Board of Directors