



2020 Annual Meetings

Physical Distancing, Layout

To be compliant with physical distancing requirements, as well as provisions of the open meeting act, the Mutual Sixteen Annual meeting on Tuesday, July 22, 2020, at 10 a.m. will be open to the membership and **available through a live webcast**, to comply with the technical requirements of the law. However, in light of the current coronavirus pandemic ("COVID-19"), Mutual Sixteen will be webcasting the Annual meeting for members to view from the comfort and, most importantly, safety of their homes. The Mutual Sixteen Board strongly recommends that members NOT attend the Annual meeting and, instead, observe it from your home by using the instruction below. If you do attend the meeting, you will be required to sign a *release/waiver/assumption of risk agreement and follow strict guidelines, including physical distancing and wearing face coverings at all times. Thank you.

To view the live Mutual Sixteen Annual meeting:

- Go to <http://www.lwsbmutual16.com/>
- Click Watch Annual Meeting Live tab
- The tab will be available in the morning on the day of the meeting.
- The live streaming uses YouTube live and terminates at the close of the meeting

Any member attending the Annual meeting in person must:

- Observe physical distancing requirements
 - Seating areas will be in 3 separate rooms (where the deliberations of the Board can be heard); if a room is at noted occupancy, please use another room
 - Do not move seats; each seat has been set with physical distancing requirements
- Wear a face mask at all times while in the building
- No food or beverages will be allowed in the building
- **Review and sign a Release, Waiver and Assumption of Risk Agreement**

Inspector of Elections (Accurate Voting)

- Arrangements will be made to have a secure unstaffed station to drop off ballots at the meeting
- Additional Ballot will be available at an unstaffed station
- Accurate Voting will be using the Art Room
- A dedicated viewing area will be provided
- GRF will set up a camera in the art room and a monitor in the main room for the ballot counting to be observed
- Accurate Voting will be provided a dedicated microphone for use