



Water Island Civic Association, Inc.

One Water Island
St Thomas, VI 00802-7800

Notice of 2022 (Virtual) Annual Meeting

The Executive Committee members agreed that the WICA Annual Meeting will take place on Saturday, February 19, 2022. Due to the COVID-19 pandemic, and for the sake of everyone's safety, the Water Island Civic Association Annual Meeting is going to be "virtual," again this year, with some necessary flexibility in schedule. We will address the 2022 WICA annual business via email and/or virtual "face-to-face" options.

With this email Notice, WICA is sending out an information packet containing the following seven (7) documents for your review and use in preparing for WebEx (Cisco Systems version of "Zoom" online meeting software). If you need assistance, please contact us. One of the files, WebEx Attendee Tutorial.pdf, will get you started on registering with WebEx before the date and time of the meeting. That will make it simpler for you to join the meeting. Prior to the meeting, you will receive an online invitation via email, and it will simply be a matter of pressing the "Join Meeting" button in the invitation.

1. Meeting Agenda
2. Minutes of 2021 Annual Meeting
3. Summary of 2021 Treasurer's Report
4. Proposed Slate of 2022 Officers and Members-at-Large/Proxy Form and Ballot
5. Proposed 2022 Budget
6. WICA Member Data Form
7. Instructions on virtual meeting access
8. 2021 Membership Directory

The most pressing request we ask of you right now is to fill out and return to us the Proposed Slate of Officers/Proxy/Ballot Form. It is very important that any member who does not wish or is unable to participate in the virtual meeting submit a proxy, even if you plan to attend, which designates an individual who will represent them in the review of responses. A quorum of voting members must be obtained in order to complete the annual business. In 2022, we need 46 voting members to have a quorum.

You will be asked to send back, no later than February 1, via reply e-mail, or if unable, by U.S. Mail, your response to the:

1. **Slate/Proxy/Ballot Form** (your assignment of Proxy)
2. **Member Data Update Form, if your contact information has changed, for updating our records.** (One of the attachments is the 2021 Member Directory, so you can find the information that we have on file for you)
3. **Any comments/questions** you want to voice regarding the proposed 2022 budget or slate, 2021 minutes, etc. Upon receipt, the Executive Committee will review the responses and email you any new business introduced and any proposed changes to the budget or slate.

Persons wishing to express their views in person should check the box “I plan to attend the WebEx meeting” on the Proxy form and will receive an email invitation to join in a WebEx virtual meeting on February 19th. Any votes taken at that meeting will be tabulated along with the proxy votes.

Another email will be sent to you with 2021 Committee Reports and updates we receive from you. You will also receive a request for your 2022 dues after the Annual Meeting.

Feel free to contact David Roselle (davidroselle@gmail.com), or Julie Northup (jsnorthup@gmail.com) if you have questions. We look forward to hearing from you!

On behalf of the 2021 Executive Committee, thank you for your continuing support for WICA and your cooperation in our efforts to promote and improve life on Water Island.

Julie Northup, Secretary 1/22/22



Water Island Civic Association, Inc.

One Water Island
St Thomas, VI 00802-7800

2022 Annual Meeting - February 19, 2022

Call to Order

Invocation: Fred Northup

Opening Remarks: David Roselle

2021 Annual Meeting Minutes – Julie Northup, Secretary

Treasurer's Report – Mercy Blosser, Treasurer

Auditor's Report

Committee Reports:

1. Abandoned Vehicles - David Roselle
2. Auction – Mercy Blosser
3. Beach –
4. Beautification – Teri Pearsall
5. Government Liaison –
6. Membership – Bob Blosser
7. Outreach – Mercy Blosser
8. Roads & Docks – David Roselle
9. Roadside Maintenance – David Roselle
10. Security – Joe Mancino
11. Website – Tim Lundin

Old Business

Announcement of Voting Procedures / Introduction

Proposed 2022 Slate of Officers and Members-at-Large

Election / Proxy Form of 2022 Officers and Members-at-Large

Introduction of New President

Remarks by New President

New Business

Presentation of 2022 Budget/Dues, and Vote

2022 Nominating Committee

2022 Committee Chairs

Announcements

Adjourn

Water Island Civil Association, Inc.
One Water Island
St. Thomas, VI 00802-7800

2021 Annual Meeting Minutes

On Saturday, March 6, 2021, the Annual Meeting of the Water Island Civic Association was held. Due to the Coronavirus-19 (COVID-19) pandemic and associated absences of many members, the meeting was held virtually by WebEx, initially set up by Beth McConnell and Ike Northup, implemented and hosted by David Roselle. The meeting was scheduled for a time that would accommodate absent members in multiple time zones. President Joanne Bohr called the meeting to order at 11:03 a.m., confirming that a quorum was represented by both virtual attendees and members designating proxies. All 2020 Officers and At-Large members participated in the WebEx meeting (David Roselle having replaced Mary Dunakey as Vice President), with the exception of Treasurer Mercy Blosser and At-Large Member Lee Passios.

Prior to the formal opening of the meeting, David announced the following new or renewed WICA memberships:

- Lauren Atkins
- Dona and Burch Carr
- Henshaw family (Tyler Henshaw, contact)
- Colette and Brad Monroe
- Allison and Jason Schmitz
- Zona and Harald Tapp
- Chaun Thomas and Rob Smack
- Eric Stelnicki

Joanne Bohr, President, opened the meeting with a welcome to attendees and a reflection on the past year. After Fred Northup offered a prayer for Water Island and for those who are no longer with us, Joanne requested a moment of remembrance for neighbors and friends who passed away in 2020: Jeff Schneider, an early member of the Water Island community; Wally Henshaw, a longtime beloved member of WICA and WISAR who provided safety training, was one of the founders of the auction, and served as timekeeper for the Bohrs' New Year's Eve party; and Randy Coe, one of the founding members of WISAR and a long-time Water Island resident. She asked members to share the word that a potluck memorial for Randy will be held on Saturday, March 13, on the beach at 11:30 a.m. [*post-meeting correction: 11:00*]

OLD BUSINESS

2020 Meeting Minutes

The minutes of the 2020 annual meeting were distributed in the 2021 annual meeting package. Members were (again) asked to submit any comments to Secretary Julie Northup.

Committee Reports

Committee reports were provided to members via the pre-meeting package and are included herein by reference, including the Treasurer's report (with accompanying Audit Committee Report).

2021 President's Report

Joanne expressed her gratitude for the Executive Committee and other WICA members and supporters for their community service during this unprecedented year. Despite the upheaval, she noted, WICA had spearheaded several efforts benefitting the community:

- WICA spent \$7,500 to clean up the transfer site under Chuck Gidley's initiative with help from Murph Murphy, Brad Monroe, and Stuart Butler (plus Flaco Fernandez' labor)
- WICA hosted a COVID-19 testing site on the island that Water Island's Administrator, Avery Lewis, set up with the assistance of Collette Monroe
- WICA spent \$25,000 on patching roads based on safety and usage
- WICA assisted coordinating roadside cutting on Water Island
- WICA coordinated the removal of abandoned cars

Joanne noted that details of these and other activities are listed in the committee reports that had been sent to members in an e-mail package.

Joanne recognized four individuals for exemplary service:

- David Roselle, who chaired three of the most challenging WICA committees and spent hours marking roads, coordinating with the V.I. Department of Public Works and Administrator Lewis. In recognition of his service, David was presented with a "Road Warrior" photograph/plaque of himself with contractor Ray Fredericks, surrounded by construction equipment.
- Mercy Blosser, who for many years as Treasurer has gone to the bank multiple times, set up signature cards for officers, filed extensive government reports, dealt with membership checks, had a major role in the annual auction, and fund-raised all year long for WICA. Mercy was presented with a "You De Bomb" award in gratitude for her long-term service to WICA. In honor of Mercy, Mary Dunakey has also created another Water Island flag canvas.
- Bob Blosser, who has for many years served as the "membership committee," coordinated annual meeting preparation and mailings, and kept the Executive Committee on schedule. In appreciation for his service to WICA, Bob was awarded a "Top Banana" trophy.
- Beth McConnell, who has been a strong WICA supporter and Executive Committee member, providing guidance on many occasions; spearheading fund-raising to replace the palapas including establishing a "gofundme" page; taking charge of many recognition gifts; initiating and overseeing the move of a table with seating to the Fort; and focusing on hotel lease issues. Beth was presented with a "free lunch at Heidi's" certificate.

Joanne emphasized that these individuals are the best examples of what makes it possible for WICA to accomplish community projects each year. In her view, these examples of different skill sets of neighbors who work to help our entire community are what makes Water Island so special. Joanne also recognized the tremendous work of Water Island Search and Rescue

(WISAR), urging members to contribute to the fire or medical assistance protection WISAR offers. WISAR leadership includes President Rachael Ackley, Vice President Kevin Butler, Secretary Jim Zimmerman, Treasurer Tracey Murphy, and Training Officer Tom McCoy.

NEW BUSINESS

Election of 2021 Officers

The pre-meeting email package included the Nominating Committee's slate of officers. No nominations were received in response, and no nominations were made from the floor. A motion was made, seconded, and passed unanimously to accept all proposed officers by acclamation, as follows:

President: David Roselle

Vice-President: Pam Mange

Secretary: Jule (Julie) Northup

Treasurer: Mercedes (Mercy) Blosser

Members at large: Rachael Ackley (2nd year of 2-year term); Amy Dempsey (2nd year of 2-year term); Jason Schmitz (1st year of 2-year term); Christine Black (1st year of 2-year term); Chuck Gidley (1-year term)

Joanne then turned over the "electronic gavel" to David Roselle, expressing her gratitude to WICA for the support and education given her, and for the honor of serving (multiple terms) as WICA president. David announced that due to time constraints, his remarks will be emailed to the membership.

Presentation of 2021 Budget/Dues

The 2021 proposed budget had been emailed out in the pre-meeting package. David noted that he had increased the budget as distributed by \$3,400, the amount already expended for vehicle removal in 2021, raising the total budget for 2021 to \$42,400. There being no objections, the budget was approved as amended. The approved budget maintains the current membership dues of \$150.

2021 Committee Assignments

Pam Mange agreed to chair the new nominating committee, and Martha Wallin and Christine Black volunteered to serve on the committee. Pam Mange has agreed to coordinate new membership recruitment, Sue Bubb will continue to work on the auction, Rob Smack has agreed to co-chair the Security committee, and Jason Schmitz subsequently volunteered to work on the website revitalization. There being no other volunteers from the floor, David asked all committee chairs for 2020 to remain in 2021. A vacancy remains for the Beach committee. Persons interested in serving on any committee should contact David Roselle or one of the following 2020 committee chairs:

1. Abandoned vehicles – David Roselle
2. Auction – Mercy Blosser
3. Beach – vacant

4. Beautification – Terry Pearsall
5. Government Liaison – Joanne Bohr
6. Membership – Bob Blosser; Pam Mange (recruitment)
7. Outreach – Mercy Blosser
8. Roads & Docks – David Roselle
9. Roadside Maintenance – David Roselle
10. Security – Joe Mancino/Rob Smack
11. Website – Tim Lundin/Jason Schmitz

David will report to the membership any changes to this list.

New/Other Business

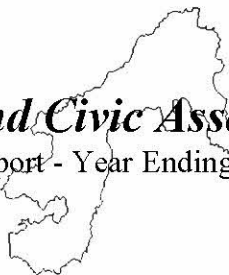
1. **Dues Payment**: Ann Page suggested that a time and place be designated for on-island members to pay their dues. David will meet with Bob Blosser about this as well as the possibility of implementing a PayPal payment option and report to the membership.
2. **Jet Flyovers**: Ann Page expressed a shared concern about the increase in jets flying over Water Island. Joanne stated that America Airlines is routinely violating FAA no-flyover standards and suggested complaining to AA over social media or via their website, [www.aa.com/contact us](http://www.aa.com/contact-us), and also complaining to the FAA (www.faa.gov). Fred Northup suggested that the flight number be mentioned so that pilots who are non-compliant would be sanctioned rather than those who are compliant. Joanne stated that repeated complaints made on the dates of offending flyovers might get AA's attention.
3. **Hotel update**: David and Joanne reported no significant new information. David stated that he hoped to learn something in the coming month. Julie noted that she had received no meaningful response to federal and territory requests for public records.
4. **WICA Facebook Presence**: David announced that he had created, but not officially launched, a WICA Facebook page, for which he and Pam Mange are currently administrators. His vision is to use the page to post as a body on WICA's behalf to Water Island local Facebook pages and stay in better in touch with the island community. Rachael Ackley volunteered to assist David.

David concluded by observing that this meeting had 41 actual and virtual attendees [*post-meeting correction: 38*]. He had received 51 proxy designations, many of which were unnecessary as members were able to connect, for a total of 54 voting parties [*post-meeting correction: 67*]. He reiterated his welcome to the new WICA members and reminded members to attend Randy Coe's memorial potluck.

There being no further business, upon motion the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

/s/ Julie Northup
Jule (Julie) S. Northup
Secretary



Water Island Civic Association, Inc.

Treasurer's Report - Year Ending as of 12/31/2021

Banco Popular

| | | |
|---|-----------|--------------------|
| Opening balance as of 01/01/2021 | | \$11,285.08 |
| Income: (+) | | |
| Abandon Cars | 2000.00 | |
| Auction (see Auct. Summary) | 3,242.45 | |
| Donation from member | 1,300.00 | |
| Dump Fund | 2,859.76 | |
| Membership | 13,106.93 | |
| Waste Management | 976.25 | \$23,485.39 |
| Expenses: (-) | | |
| Abandon Cars | 3,480.00 | |
| Administration | 402.11 | |
| Auction Reimbursement | | |
| (see Auct. Summary): Ck 1750 | 209.02 | |
| Ck 1770 | 77.23 | |
| Bank (service charge) | 2.00 | |
| Insurance | 4,104.75 | |
| Community Service | 1,000.00 | |
| Roads and Dock | 2,060.00 | |
| Roadsides | 2,420.00 | |
| Waste Management | 8,033.00 | <\$21,788.11> |
| Ending Balance as of 12/31/2021 | | \$12,982.36 |

Vanguard Prime Money Market Auction Account

| | | |
|---|-----------|--------------------|
| Opening balance as of 01/01/2021 | | \$65,609.95 |
| Income: (+) | | |
| Dividends (January through December) | | 5.37 |
| Expenses: (-) | | |
| Check 1006 | 13,491.00 | <\$13,491.00> |
| Ending Balance as of 12/31/2021 | | \$52,124.32 |

Total All Accounts

| | |
|------------------------------|--------------------|
| Banco Popular | \$12,982.36 |
| Vanguard Auction | 52,124.32 |
| Total Checking/Saving | \$65,106.68 |

2020 Water Island “Virtual” Auction – revised as of 11/18/2021

| | | |
|-----------------------------|--------|----------|
| *Check 1750 (Banco Popular) | 209.02 | <209.02> |
|-----------------------------|--------|----------|

2021 Water Island “Virtual” Auction

| | | |
|---------------------|--|------------|
| Total Gross Income: | | \$3,242.45 |
|---------------------|--|------------|

| | | |
|-----------------------------|-------|---------|
| *Check 1770 (Banco Popular) | 77.23 | <77.23> |
|-----------------------------|-------|---------|

| | | |
|-----------------------------|--|------------|
| Net Income as of 11/18/2021 | | \$3,165.22 |
|-----------------------------|--|------------|

* To mail items to bidders, and reimbursed to Mercy. All shipment cost reimbursed by bidders and deposited in Banco Popular.

\$209.02 deposit in 2020

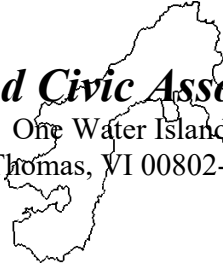
\$77.63 deposit in 2021

Respectfully submitted,

Mercedes Blosser
Treasurer

Water Island Civic Association, Inc.

One Water Island
St Thomas, VI 00802-7800



Proposed Slate for 2022 Executive Committee

President -----**Jason Schmitz**
Vice-President -----**David Roselle**
Secretary -----**Julie Northup**
Treasurer -----**Angela Rak**
Member at Large -----**Mercedes Blosser** (2nd year of Jason's 2 year term)
Member at Large -----**Christine Black** (2nd year of 2 year term)
Member at Large -----**Beth McConnell** (1 year term)
Member at Large -----**Amber Duncan** (1st year of 2 year term)
Member at Large -----**Mark Sims** (1st year of 2 year term)

Write In Candidate: _____

Proxy and Ballot

As a Member in Good Standing of the Water Island Civic Association, I hereby appoint

Proxy Name: _____

with the power of substitution by proxy, to attend and vote on my behalf at the “virtual” Annual Meeting, to be held on or about February 19, 2022, on any and all matters to be voted on by the membership.

I plan to attend the WebEx meeting, but here is my Proxy in case I don't.

Member Name: _____ Date: _____

If you wish to cast a vote for a specific candidate(s), please mark the check box by the appropriate name(s) above and your proxy representative will cast that vote on your behalf.

Please note: Nominations can be accepted from the floor at the virtual Annual Meeting. If a specific choice is indicated on this ballot, your proxy representative may not vote for any individual nominated from the floor for that position.

Please indicate below any additional instructions for your proxy representative:

Comment: _____

Your vote is very important!

Please return this completed form by February 1, 2022

Due to the Covid-19 pandemic and in the interest of safety, you are receiving this 2022 Proxy/ Slate/Ballot Form via email. To complete it, you may need to save it to your computer, then fill it out, save it, and send it as an email attachment to:

RockyDock@gmail.com or jsnorthup@gmail.com

If you are unable to email, please return this form via U.S. Mail to:

WICA

1 Water Island

St. Thomas, VI 00802

Water Island Civic Association, Inc.
PROPOSED BUDGET FOR 2022

WICA fund sources: Banco Popular - Checking Account
 Vanguard Investment - Auction/Capital Improvement Account

Projected 2022 revenue: **\$15,000.00** (100 WICA membership dues @ \$150) ⁹
 \$5,000.00 (Auction proceeds)
 \$20,000.00 Projected Total

| Line Item | 2021 Budget | % of Budget | Actual Expenses 1/1/2021 through 12/31/2021 | 2022 Budget (Projected) |
|---------------------------------------|--------------------|-------------|---|----------------------------------|
| Administration ¹ | 3,000.00 | 13% | 402.11 | \$1,000.00 |
| Auction ⁹ | 0 | 0% | 0 | \$0.00 |
| Beach ² | 500.00 | 0% | 0 | \$2,000.00 |
| Beautification | 1,000.00 | 0% | 0 | \$1,000.00 |
| Community Outreach ³ | 1,000.00 | 100% | 1,000.00 | \$1,000.00 |
| Insurance | 4,500.00 | 91% | 4,104.75 | \$4,500.00 |
| Public Safety ⁴ | 500 | 0% | 0 | \$1,000.00 |
| Removal: Vehicles, Boats ⁵ | 0 | 0% | 3,480.00 | \$3,000.00 |
| Roads& Docks ⁶ | 19,000.00 | 82% | 15,551.00 | \$5,000.00 |
| Roadsides ⁷ | 3,500.00 | 58% | 2,020.00 | \$3,500.00 |
| Waste Management ⁸ | 6,000.00 | 134% | 8,033.00 | \$5,000.00 |
| WISAR Donation | 0 | 0% | 0 | \$0.00 |
| | \$39,000.00 | 89% | \$34,590.86 | \$27,000.00 ¹⁰ |

1 Administration expenses typically include Membership Mailings, Lunch for Annual Meeting, Website hosting fees, VI Government fees to file Annual Report and Good Standing Report. In 2021 it included lunch for Postal carrier and memorials for deceased former residents. There were no costs associated with 2020 Annual Meeting due to it being virtual. Through various unsolicited donations from members, WICA is grateful to have received contributions totalling \$1,300.00.

2 There were no funds expended on Beach Expenses for 2021. Allowance for improving the proposed "community area".

3 Community Outreach includes donation to Lucky Paws.

4 Public Safety includes replacement of parts, or replacing ferry dock carts,

5 Removal of Vehicles/Boats in Actual Expnses was somewhat offset by fees of \$2,000 collected, resulting in a net cost of \$1,480.

6 Roads and Docks 2021 Actual Expenses include some small repairs and maintenance in addition to the final draw of \$13,491.00, made in 2021, on the 2020 Road Repairs, which were budgeted at \$20,000, with an additional \$5,000 authorized by the Executive Committee (see note 9). A partial payment Of \$11,006.25 was made in 2020, and with the final payment of \$13,491 in 2021, the total cost was \$24,497.25. WICA is currently waiting to receive a full refund from the Virgin Islands Government of the total cost

7 Roadside expenses include roadside cutting as necessary.

8 Waste Management includes weekly removal of trash from mail depot, pushback of green dump, multiple cleanup sessions of material deposited on the ground at the transfer site, loading of designated bins with metal & white goods, and cost of transporting the bins off-island to St Thomas. Through donations by WICA members, WICA collected \$2,859.76 in subsidies, more than offsetting the overrun.

9 All Auction related Revenue/Expenses are applied to the Vanguard Investment – Auction/Capital Improvement Account. All expenses were for shipments and were reimbursed by purchasers. Net auction income for 2021 was \$2,956.20.

10 Proposed dues to be determined. The Bylaws provide for: "In exceptional circumstances, the Executive Committee may authorize the expenditure of funds over and above the aggregate amount of budgeted items", by resolution this amount for 2022 is not to exceed \$5,000.00.

Water Island Civic Association, Inc.

One Water Island St Thomas, U.S. Virgin Islands 00802-7800

Stay informed of what's going at: <http://www.waterislandwica.com/WICA>

Due to the Covid-19 pandemic and in the interest of safety, you are receiving this 2022 Member Data Form via email. To complete it, you may need to save it to your computer, then fill it out, save it, and send it as an email attachment to:

RockyDock@gmail.com or jsnorthup@gmail.com. If you are unable to do that, please return this form via U.S. Mail to WICA at: 1 Water Island St. Thomas, VI 00802



for the prompt remittance of your 2022 annual WICA membership dues.

Please reply with any changes or corrections

Last Name: _____

First Name: _____

Water Island Lot: _____

WI Cluster Box #: _____

WI Telephone #: _____

House/Lot Location: _____

VI P.O Box: _____

VI Zip: _____

Mailing Address:

Street: _____

City: _____

State: _____ Zip Code: _____

Telephone: _____

Alternate Mailing Address:

Street: _____

City: _____

State: _____ Zip Code: _____

Telephone: _____

2nd Alternate Mailing Address:

Street: _____

City: _____

State: _____ Zip Code: _____

Telephone: _____

Email: _____

If you have any questions about WICA membership, please contact Bob Blosser , Membership Chairperson at (340) 244-8052, or by email to RockyDock@gmail.com

WebEx Meeting Participant Tutorial

Go to www.webex.com

What is a WebEx Meeting?

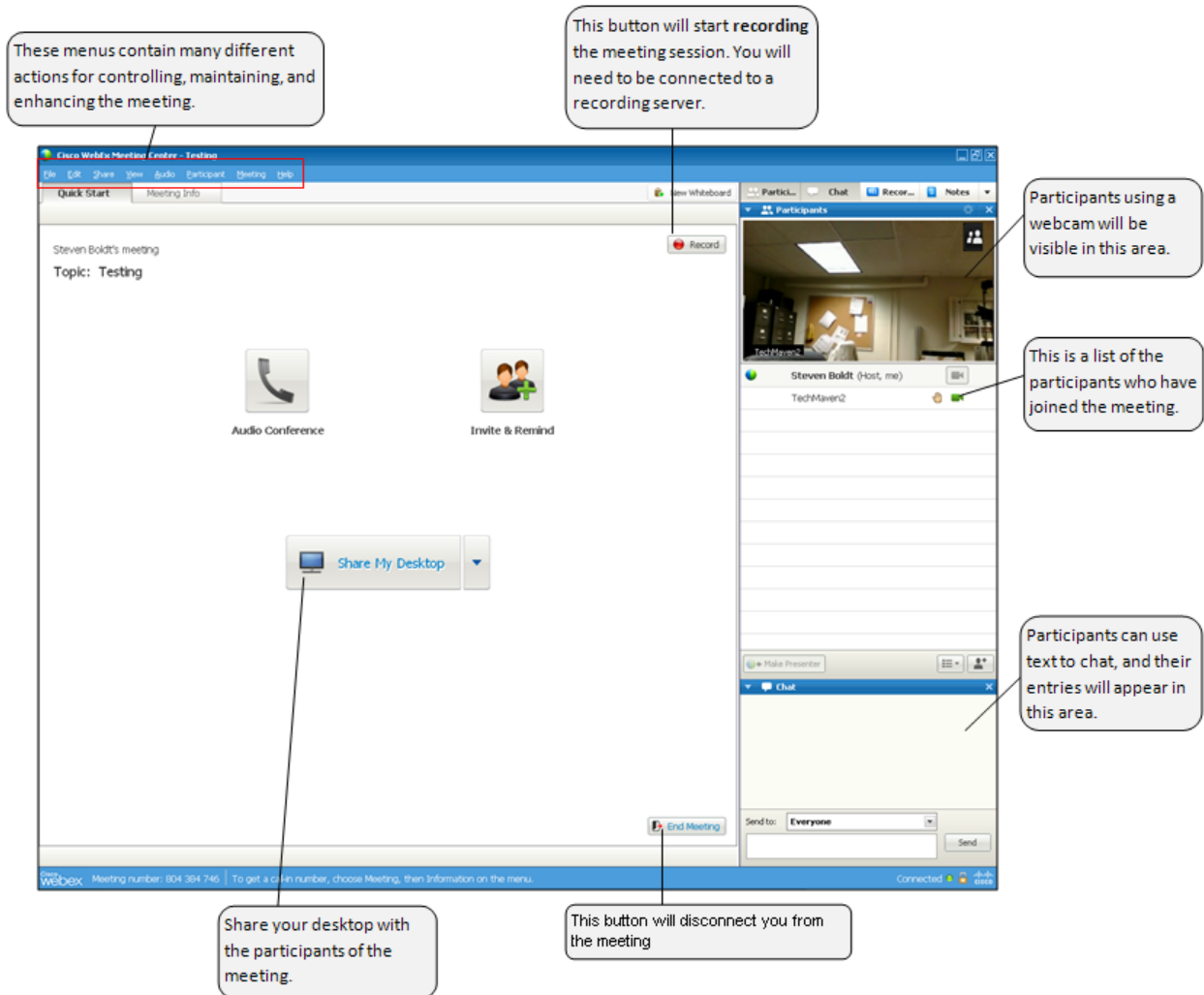
WebEx Meeting Center is virtual conferencing software that allows its users to collaborate in an online environment as opposed to face-to-face. Meeting Center conveniently works inside your web browser with no program to download, install, or configure. Meeting Center can be used for audio-only calls (like the traditional conference call), visual meetings via webcams, and for presentations—you can share anything that is displayed on your screen for everyone in the meeting to view. We will be using WebEx Meeting Center in this course, so it is important that you familiarize yourself with its interface and features.

How do I join a WebEx Meeting?

1. You will be sent an email with meeting information such as date, time, and who initiated the meeting. If the meeting has a required password, it will be included in this email.
2. Click the link in the email to go to the WebEx website.
3. On the right-hand side of the screen, you will see an area to log in. Type your name (e.g., John D.) and your email address and press **"Join."**
4. A separate window will pop up and prompt you for your choice of audio. You may either use a phone or your computer for audio.
5. If you choose to join the conference using a phone, you will need to call into the meeting. Dial the number given under step 1, and then use the access code and Attendee ID to connect when prompted.
6. If you choose to use your computer for audio, click **"Call Using Computer."** You will have the opportunity to test your microphone and headset/speakers before connecting to the conference.

What are some of the features in the WebEx Meeting Center?

When you are connected, you will see the following interface. Some of the controls and options are available only to the presenter.



Can I privately chat with the host/presenter if I have a question?

Absolutely! This is how:

1. Under the Chat Window, click the drop-down box. Here you can select who can view your message.
2. Click on the name of the person you'd like to privately chat with.
3. Type your message and press send.

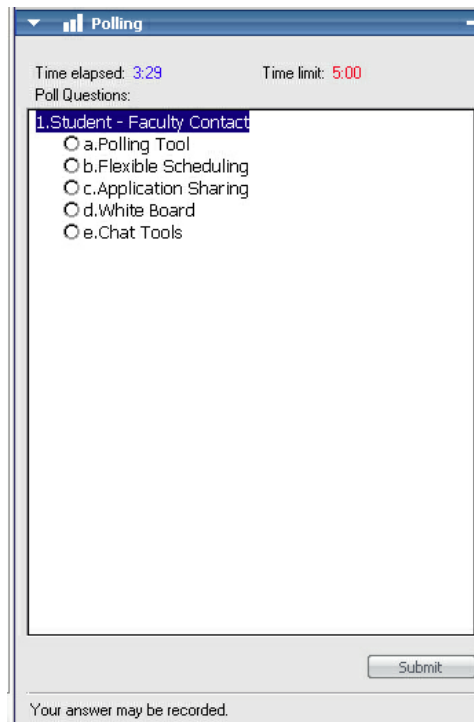
Note: Private chats are displayed in the same box as public chats, but only those involved with the private chat will see your message.

How do I use Video Chat?

1. Click "**Video**" on the Options toolbar. A "**Video**" window will then pop up.
2. If your webcam/external camera is working, you should see yourself in a video box at the bottom with an option to "Send Video." No one sees you unless you choose to press "**Send Video.**"
3. Also displayed here will be streaming videos of all of the other meeting participants who chose to send video.

How do I respond to a poll?

Sometimes, the meeting initiator or presenter will poll the attendees on one or more questions. When this happens, the Poll Window will open on the right-hand side of your screen:



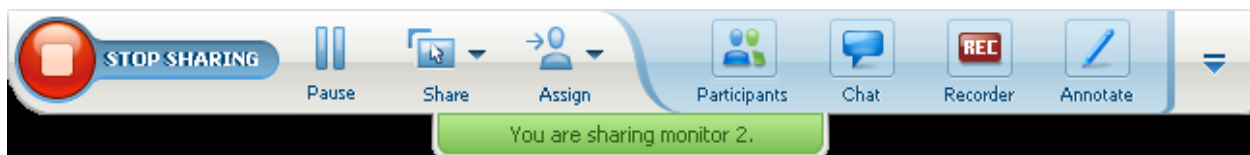
Near the top of the Poll Window is elapsed time (the time that has passed since the presenter opened the poll) as well as the time limit for the poll. To answer, simply select the bubbles next to the response(s) desired and press "**Submit.**" You may be allowed to view the poll response once the poll has expired.

Can I "share" documents, presentations, etc.?

In the WebEx Meeting Center, you may be permitted by the meeting initiator to "share" your own documents, presentations, etc. This permission depends on your "role" within the meeting--if you are a host, presenter, or simply an attendee in the meeting. If you are a presenter or a host, you may click "**Share**" on the top menu and select the item you would like to share.

Presentation or Document:

If you choose to share a presentation or document, it will show up in the Presentation Window. You may then narrate your presentation. While sharing a presentation or document, you may use the tools on the toolbar to draw or emphasize text and graphics. The tools are access from the share menu and look like this:



Application

Sharing an application may be useful for editing a document as a group or demonstrate how to use an application that is on your computer. Just like presentations or documents, you may use annotation tools to draw on the application and emphasize certain aspects.

Desktop

Sharing a desktop is similar to sharing an application except attendees can see all aspects of your desktop, including mouse movements.

Whiteboard

Whiteboard provides a blank space for you to write or draw. You may copy and paste images into the whiteboard, save it, print it, and even draw on it simultaneously with other meeting attendees.

I still need help with WebEx. Where do I go for more information?

Visit <http://bit.ly/LGBTKH> for more Meeting Center help, including more uses for its features, more in-depth instructions on sharing within a meeting, and troubleshooting with video, audio, or connection problems.