chfbc

SAMPLE FEE SCHEDULE FOR VIRTUAL MEETING SUPPORT SERVICES

2020-07-01

SERVICE PACKAGE	FEE for Members	RATE ($/hr) for Members	Instances or Included Hours	Subtotals
FULL MEETING PACKAGE WITH ELECTION (2-hour main session, with Host) — suitable for small and mid-sized meetings				
- Meeting setup and adminstration ($50)	$ 50.00		1.0	$ 50.00
- **Host**		$ 40.00	5.0	$ 200.00
- **Election Technical Support person**				$ -
- Use of tested voted secret ballot platform (one election**)	$ 30.00		1.0	$ 30.00
- Election set up, pre-meeting review, running of election		$ 30.00	3.0	$ 90.00
			Estimated total (before GST) $	**370.00**
FULL MEETING PACKAGE (2-hour main session, with Host and Technical Support Person), no election — suitable for larger meeting				
- Meeting setup and adminstration ($50)	$ 50.00		1.0	$ 50.00
- **Host**		$ 35.00	5.0	$ 175.00
- **Technical Support person**		$ 30.00	3.5	$ 105.00
			Estimated total (before GST) $	**330.00**
MINIMAL MEETING PACKAGE (2-hour main session, Technical Support Person, no Host), no election				
- Meeting setup and adminstration ($50)	$ 50.00		1.0	$ 50.00
- **Technical Support person**		$ 30.00	4.0	$ 120.00
			Estimated total (before GST) $	**170.00**
ELECTION SUPPORT PERSON ONLY (no Host, no Technical Support Person, single election during 2-hour time block)				
- Meeting setup and adminstration ($50)	$ 30.00		1.0	$ 30.00
- **Election Technical Support person**				$ -
- Use of tested voted secret ballot platform (one election**)	$ 30.00		1.0	$ 30.00
- Election set up, pre-meeting review, running of election		$ 30.00	3.0	$ 90.00
			Estimated total (before GST) $	**150.00**

NOTES

* Listed meeting packages are examples. If you have special requirements, please let us know and we'll provide a quote. If your precise requirements aren't included above, the examples still provide good guidelines. The administrative/set up fee is universal (but slightly reduced for election-only support.
* Consultant hourly rates are fixed but are periodically reviewed. (Hosts acting alone have a slightly higher hourly rate: $40 vs $35/hr.)
* CHF BC's chairing service is treated separately (as it isn't tied to virtual meetings) Please review the Fees table under Education services for more information.
* Additional practice sessions, where requested by the co-op, are billed at the combined hourly rate of the Consultants involved.
* Virtual meeting services are currently offered to members only. Non-members, please inquire directly to members@chf.bc.ca.
* Different sized events will have different needs. A 60 participant AGM would likely need both Host and Technical Support person.
* Costs listed are before GST. Invoices will show 5% GST added.

** Additional elections (run-offs, or multiple decisions to be polled through secret ballots with dedicated Electronic Voting Platform -- needed for electing board members) would trigger additional fees for use of the dedicated Electronic Voiting Platform.