

# SAMPLE FEE SCHEDULE FOR VIRTUAL MEETING SUPPORT SERVICES

2021-02-01

SERVICE PACKAGE	Subtotals
<b>FULL MEETING PACKAGE WITH ELECTION</b> (2-hour main session, with Host)	
<ul style="list-style-type: none"> <li>- Meeting setup and administration</li> <li>- <b>Host</b></li> <li>- <b>Election Technical Support person</b> <ul style="list-style-type: none"> <li>- Use of tested voted secret ballot platform (one election**)</li> <li>- Election set up, pre-meeting review, running of election</li> </ul> </li> </ul>	<p><i>This option is well suited for small- to mid-sized meetings. It includes support for a single secret ballot election).</i></p> <p><b>Estimated total (before GST) \$ 390.00</b></p>
<b>FULL MEETING PACKAGE</b> (2-hour main session, with Host and Technical Support Person), no election	
<ul style="list-style-type: none"> <li>- Meeting setup and administration</li> <li>- <b>Host</b></li> <li>- <b>Technical Support person</b></li> </ul>	<p><i>This option is well suited for larger meetings where there might be a lot of participation and an ongoing need to monitor chats. This option does not include an election.</i></p> <p><b>Estimated total (before GST) \$ 347.50</b></p>
<b>MINIMAL MEETING PACKAGE</b> (2-hour main session, Technical Support Person, no Host), no election	
<ul style="list-style-type: none"> <li>- Meeting setup and administration</li> <li>- <b>Technical Support person</b></li> </ul>	<p><i>This option may be appropriate for small, straightforward meetings.</i></p> <p><b>Estimated total (before GST) \$ 185.00</b></p>

## 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.
  - \* Consultant hourly rates are fixed but are periodically reviewed. (Hosts acting alone have a slightly higher hourly rate: \$40 vs \$35/hr.) Additional hours will be billed at \$30/hour for Election Support people and Technical Support people. Additional hours will be billed at \$40/hr for a Host acting alone and \$35/hr for a Host when accompanied by a Technical Support person.
  - \* 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.
  - \* Costs listed are for members only. Non-members, please inquire directly to members@chf.bc.ca. Anticipate costs that are twice those of member rates.
  - \* 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 Voting Platform.