

SAMPLE FEE SCHEDULE FOR VIRTUAL MEETING SUPPORT SERVICES

2023-08-01

SERVICE PACKAGE	Subtotals
FULL MEETING PACKAGE WITH ELECTION (2-hour main session, with Host) <ul style="list-style-type: none"> - Meeting setup and administration - Host - Technical Support person - Election Support person <ul style="list-style-type: none"> - Use of tested voted secret ballot platform (one election**) - Election set up, pre-meeting review, running of election 	<p style="text-align: center;"><i>This option is well suited for small- to mid-sized meetings. It includes support for a single secret ballot election.</i></p> <p style="text-align: right;">Estimated total (before GST) \$ 415.00</p>
FULL MEETING PACKAGE (2-hour main session, with Host and Technical Support Person), no election <ul style="list-style-type: none"> - Meeting setup and administration - Host - Technical Support person 	<p style="text-align: center;"><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 style="text-align: right;">Estimated total (before GST) \$ 340.00</p>
MINIMAL MEETING PACKAGE (2-hour main session, with Technical Support and Election Support) <ul style="list-style-type: none"> - Meeting setup and administration - Technical Support person 	<p style="text-align: center;"><i>This option may be appropriate for small, straightforward meetings or townhalls</i></p> <p style="text-align: center;"><i>(NOTE: this option is only available for town hall meetings or meetings with co-ops that have fewer than 65 members only)</i></p> <p style="text-align: right;">Estimated total (before GST) \$ 245.00</p>
ELECTION PACKAGE (2-hour main session, with Technical Support and Election Support) <ul style="list-style-type: none"> - Technical Support person <ul style="list-style-type: none"> - Completes member sign-in - Election Support person <ul style="list-style-type: none"> - Use of tested voted secret ballot platform (one election**) - Election set up, pre-meeting review, running of election - Includes a preparation meeting 	<p style="text-align: center;"><i>This option is well suited for co-op chaired meetings that require a vote by secret ballot. This option does not include meeting setup or registration.</i></p> <p style="text-align: right;">Estimated total (before GST) \$ 245.00</p>
HYBRID SUPPORT ONLY MEETING PACKAGE (2-hour main session, In-person Technical Support Person) <ul style="list-style-type: none"> - Technical Support person <ul style="list-style-type: none"> - Sets up the Meeting Owl in the meeting space - Monitors the Meeting Owl and supports technical issues - Supports the co-op in ensuring a smooth hybrid meeting - Use of The Meeting Owl <ul style="list-style-type: none"> - A device with a built-in 360-degree camera, mic, and speakers - Enhances meetings by zooming in on in-person speakers - Includes a preparation meeting 	<p style="text-align: center;"><i>This option is well-suited for co-ops who would prefer to manage their own meeting but may need additional support for the hybrid aspect. This option includes in-person support and use of the meeting owl.</i></p> <p style="text-align: center;">NOTE : <i>This option does not include meeting setup or registration. Transportation fees are not included and will be an additional cost.</i></p> <p style="text-align: right;">Estimated total (before GST) \$ 255.00</p>
MEETING OWL ADD-ON 1 (2-hour main session, In-person Technical Support Person) <ul style="list-style-type: none"> - Technical Support person <ul style="list-style-type: none"> - Sets up the Meeting Owl in the meeting space - Monitors the Meeting Owl and supports technical issues that may - Supports the co-op in ensuring a smooth hybrid meeting - Use of The Meeting Owl <ul style="list-style-type: none"> - A device with a built-in 360-degree camera, microphone, and speakers - Enhances meetings by zooming in on in-person speakers 	<p style="text-align: center;"><i>This option is well-suited for co-ops who are interested in hybrid meetings.</i></p> <p style="text-align: center;">NOTE : <i>To use this add-on, you must have an existing package with Meeting Support Services. Transportation fees are not included and will be an additional cost.</i></p> <p style="text-align: right;">Estimated total (before GST) \$ 125.00</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.

Additional hours will be billed at \$35/hour for Election Support people and Technical Support people.

Additional hours will be billed at \$40/hr for a Host.

* 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.