



SAMPLE FEE SCHEDULE FOR VIRTUAL MEETING SUPPORT SERVICES

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"> - Election set up and management (one election**) 	<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>Estimated total (before GST) \$ 436.00</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><i>This option is well suited for larger meetings where there might be a lot of participation and an ongoing need to monitor chats.</i></p> <p>Estimated total (before GST) \$ 355.00</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><i>This package is appropriate for townhalls.</i></p> <p>Estimated total (before GST) \$ 260.00</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 	<p><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>Estimated total (before GST) \$ 260.00</p>
HYBRID SUPPORT ONLY MEETING PACKAGE (2-hour meeting with In-person Technical Support)	
<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 	<p><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>NOTE: This option does not include meeting setup or registration. Transportation fees are not included and will be an additional cost.</p> <p>Estimated total (before GST) \$ 275.00</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 - 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 360-degree camera, microphone, and speaker - Enhances meetings by zooming in on in-person speakers 	<p><i>This option is well-suited for co-ops who are interested in hybrid meetings.</i></p> <p>NOTE: 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.</p> <p>Estimated total (before GST) \$ 135.00</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
- * Consultant hourly rates are fixed but are periodically reviewed.
Additional hours will be billed at \$36/hour for Election Support people and Technical Support people.
Additional hours will be billed at \$41/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.