**ENGL 301 Formal Report Survey Questions**

*by Jie Su*

My name is Jie Su, a student at the University of British Columbia and a resident in Monet Community. I am now working on a project required in a technical writing course. The purpose of this formal report is to provide solid solutions to increase the owners’ participation of the General Annual Meeting in the Monet community, aiming to build a healthy and effective community management environment as a long term goal. The final formal report will be submitted to the Strata Manager Vivian Yang and all members of the Council Committee of Monet community. The data collected in this survey is mainly to acquire validation and feasibility verification for the proposal. You will not be asked any personal questions and information during the survey process, and your responses are voluntary and anonymous. The questionnaire has a total of 10 questions, which takes up about 5 minutes of your time. Thank you very much for your participation in this survey and for your contribution to Monet Community.

1. How many times have you participated in the Annual General Meeting？

🞎 More than 5 times

🞎 3- 5 times

🞎 1-2 times

🞎 Never

2. How important the Annual General Meeting is?

🞎 Very important

🞎 Important

🞎 Somehow Important

🞎 Not important at all

3. When did you get notified about the time arrangement of the Annual General Meeting?

🞎 20 days in prior

🞎 10 days in prior

🞎 A week in prior

🞎 Never

4. How much are you willing to be notified multiple times/means about Annual General Meeting?

🞎 A great deal

🞎 A moderate amount

🞎 A little

🞎 None at all

5. How much do you think time conflict hinder your the participation of the Annual General Meeting?

🞎 A great deal

🞎 A moderate amount

🞎 A little

🞎 None at all

1. Which time slot of the Annual General Meeting do you prefer?

🞎 Friday Evening

🞎 Weekend Daytime Morning

🞎 Weekend Daytime Afternoon

🞎 Weekday Evening

🞎 Any other time: \_\_\_\_\_

7. Through what means did you get notified about the schedule time of the Annual General Meeting?

🞎 Saw posters in the elevators/the main hall.

🞎 Notification from Strata Manager.

🞎 Notification from Neighbors.

🞎 Notification from the Monet Concierge.

🞎 Any other means: \_\_\_\_\_

8. Which of the following items, if added to the notification means, would you prefer?

🞎 Email notification from the Strata Manager

🞎 E-posters posted onto the web portal

🞎 Monet Concierge hands on the notification form at the front door

🞎 Council Committee knocking door-to-door to notify

9. How often do you log into the owner web portal to see the event calendar?

🞎 Very often

🞎 Often

🞎 Sometimes

🞎 Not at all

10. How much are you willing to have an online/ virtual Annual General Meeting?

🞎 A great deal

🞎 A moderate amount

🞎 A little

🞎 None at all