



MANITOBA ASSOCIATION FOR VOLUNTEER ADMINISTRATION

Annual Report • 2007-2008

**Out Going 2007-2008
MAVA
Board of Directors**

President

Nancy Taggart

Past President

Susan Shortill-Lopez

Vice-President

Shaun Leonoff

Treasurer

Anne-Marie Dyck

Secretary

Noreen Hees

Communications

Brenda Friesen

Membership

Kelly Quigley

Advocacy & Professionalism

Jennifer Kaufman

Professional Development

Shaun Leonoff

Corrie Lawrence

Memorial Fund

Gwenda Templeton

Conference

Shaun Leonoff

Noreen Hees

Anniversary

Judy Lister

**Proposed 2008-2009
MAVA
Board of Directors**

President

Shaun Leonoff

Past President

Nancy Taggart

Vice-President

vacant

Treasurer

Anne-Marie Dyck

Secretary

Jennifer Kaufman

Communications

Noreen Hees

Membership

Kelly Quigley

Advocacy & Professionalism

Tracy Douglass

Professional Development

Peggy McRitchie

Special Initiatives Fund / Corrie

Lawrence Memorial Fund

Gwenda Templeton



President

Nancy Taggart

The main objective of this year's Board was to revisit and evaluate past initiatives in order to prepare the Board for its next strategic planning session. The Board also instigated a number of new initiatives.

Some of the highlights of this year:

- The Board evaluated its administrative needs by taking on all administrative responsibilities. As a result, the Board is directly connected to MAVA members and to the running of the organization.
- The MAVA website was redesigned to make it more user-friendly. The redesign will continue through next year.
- The Advocacy & Professionalism Committee surveyed MAVA members about the impact of the fee increase for the Criminal Record Check.
- Efforts were made to re-establish interest in creating a mural to honour volunteers. The next strategic planning session will explore how MAVA can continue to take a leadership role in this initiative.
- The Board found merit in the idea of creating an endowment fund through the Winnipeg Foundation, but it was felt that it should be evaluated against the long-term goals of the organization. A final decision will be made after the strategic planning session.
- MAVA continued its involvement in the redesign of the Volunteer Management Certificate course offered through Red River College.

I want to acknowledge Susan Shortill, Past-President, and Brenda Friesen, Communications Chair, as they leave the Board. Their contributions extended beyond their position to enrich the overall operation of the Board.

As I step down from the position of President, I thank this year's Board for its creative leadership and support. I also thank MAVA for giving me the opportunity to lead this organization for the past two years.

Past President Susan Shortill

Objectives Established for the Year:

- To engage membership in considering Board opportunities available
- To develop a nominating slate to present to the membership

Results / Outcomes:

I respectfully submit the following proposed MAVA Board Slate for 2008/2009 year, to be brought forth at the MAVA AGM, May 14, 2008.

President

Shaun Leonoff

Vice-President

Vacant

Treasurer

Anne-Marie Dyck

Secretary

Jennifer Kaufman

Advocacy & Professionalism

Tracy Douglass

Communications

Noreen Hees

Membership

Kelley Quigley

Professional Development

Peggy McRitchie

MAVA Endowment/Corrie Lawrence

Gwenda Templeton

Past President

Nancy Taggart

New Initiatives / Directions Taken:

As the position of Vice President remains vacant, the new Board will consider this in their strategic planning



Treasurer

Anne-Marie Dyck

Objectives Established for the Year:

- Attend all Board, Executive Committee and general meetings
- Oversee the maintenance of accurate records of the Association's financial records
- Monitor all payments in accordance with the planned budget and monitor the collection of all dues and monies received
- Present a statement of receipts and disbursement for each meeting for the approval of members
- To explore other possible income generating sources

Results / Outcomes:

- Attended and presented statement of receipts and disbursements at all board meetings and all general meetings
- Preparation and completion of association's budget with balanced budget at year-end
- April 2007 to October 2007 - Worked in conjunction with Lise Carbonneau and Debbie Tait, MAVA administrative assistants from Whirlwind Enterprises, to complete all of MAVA's financial reporting requirements
- November 2007 – present - maintain all MAVA finances on QuickBooks program, prepare payables, process accounts receivable, make deposits
- Financial development of the Corrie Lawrence Memorial Fund by Gwenda Templeton

New Initiatives / Directions Taken:

- November 2007 – present, maintain all MAVA finances on QuickBooks program
- Continual financial development of the MAVA Initiative Fund & Corrie Lawrence Memorial Fund.
- Have a Financial Review completed by a Certified Accountant

A financial review of all MAVA financial records was completed for the 2007-2008 fiscal year. Results of this review will be available to members at the AGM.

Secretary

Noreen Hees

Objectives Established for the Year:

1. Attend all board and general meetings to document minutes
2. Provide minutes of meetings to all board members in a timely manner
3. Maintain board, executive, and general meeting minutes' files
4. Assist in preparation of annual report

Results/Outcomes:

- Attended all board meetings and all general meetings with the exception of one general meeting and one board
- E-mailed minutes of meetings to all board members in a timely manner
- Maintained minutes filing system
- Designed and prepared the Annual Report 2007-2008

Communications Committee

Brenda Friesen, Chair

Objectives Established for the Year:

- Re-design website
- Issue 5 newsletters
- Post employment opportunities for MAVA members
- Other announcements to be distributed to members

Results / Outcomes:

- Website to be launched in May 2008
- 5 newsletter published
- Employments opportunities and announcements distributed to membership

New Initiatives / Directions Taken:

- Website was given modern new look

Recommendations for Next Year:

- Refine/tweak website
- Monitor website



Advocacy and Professionalism Committee

Jennifer Kaufman

Objectives Established for the Year:

- Update Leadership Award application forms and handle all aspects of the annual Outstanding Service Award for Leadership of Volunteers.
- Announce winner of Leadership Award and present their award at the AGM.
- Advocate with employers and various organizations to enhance awareness and understanding of the importance of volunteer management.

Results / Outcomes:

- The results from the responses to the survey showed that the increase in fees, for the most part, did not negatively impact respondents' volunteer program.

New Initiatives / Directions Taken:

- Created a survey regarding the increases in fees for obtaining a Criminal Record Check to explore how/if it affects respondent's volunteer program. (i.e., decline in number of volunteers, etc.) Survey sent to all MAVA members.

Membership Committee

Kelly Quigley

Committee Members:

1. Kelly Quigley
2. Karen Smith
3. Joan Roberts

Objectives Established for the Year:

- (Past MAVA member agencies were sent information about rejoining MAVA, the 2007 conference and an invitation to visit the website in March of 2006)
- Provide more opportunities for new members to attend an orientation
- Evaluate the continuation of "Question of the Month" in *Connections*

Results/Outcomes:

- Fifteen past member agencies rejoined MAVA after a lapse in membership. Five of those agencies had not held membership since before 2002.
- MAVA orientation/ information sessions were held twice in 2006/2007
- Format of "Question of the Month" has changed to include other information when no submissions are received for an issue of *Connections*



New Initiatives/Directions Taken:

- A new system of tracking/managing membership information was developed with the change in administrative responsibilities
- Non-members attending MAVA workshops were personally invited to attend MAVA orientations/information sessions

Professional Development Committee

Shaun Leonoff

Committee Members:

1. Shaun Leonoff
2. Barb Gemmell
3. Connie Newman
4. Angie Boehm
5. Peggy McRitchie
6. Jeannette Bobrowski

Objectives Established for the Year:

- To continue to provide quality professional development sessions that are affordable to MAVA members
- To host 4 sessions during 2008 - 2009
- To provide opportunities at all events for networking amongst members
- To encourage non-members to attend the sessions and at the same time to learn about MAVA
- To partner with Volunteer Manitoba for promotion of sessions

Results/Outcomes:

- MAVA has held 4 events this year providing a variety of topics
- All events included a social/networking time
- One event was an all day event with 2 sessions on different on 2 different topics with presenter Linda Graff
- A large number of MAVA members attended as well a large number of non-members from different organizations
- Volunteer Manitoba has been very supportive and helpful in promoting MAVA events

New Initiatives/Directions Taken:

- PD committee uses the work plan model for preparing for upcoming PD events and as a result only needs to meet in person once at the start of planning each event
- Plans are to host at least one major PD session each year to raise the standards for learning for MAVA members
- To offer high quality learning events that attract non MAVA members



MAVA Endowment Fund

Gwenda Templeton

Objectives Established for the Year:

- To revisit the feasibility of a scholarship fund managed by the Winnipeg Foundation

Results / Outcomes:

- For accounting purposes the funds were divided into two appropriate streams. (The Special Initiatives Fund and The Corrie Lawrence Fund)

New Initiatives/Directions Taken:

- The funds continue to be held in trust by MAVA. The Board believes there is merit in an agreement with the Winnipeg Foundation; however further research was required. The investment of the Funds will be given consideration against the Boards long-term goals at the strategic planning session planed for June 2008.

CAVR Conference Committee

Shaun Leonoff & Noreen Hees, Co-Chairs

Committee Members:

1. Shaun Leonoff – Conference Co-Chair
2. Noreen Hees – Conference Co-Chair
3. Rhonda Lorch – Program Chair
4. Karen-Denise Cyr – Publicity & Marketing Co-Chair
5. Karen Donald – Publicity & Marketing Co-Chair
6. Sandy Cairns – Hospitality Co-Chair
7. Lynn Horton – Hospitality Co-Chair
8. Lenore Good – Facilities Co-Chair
9. Colleen Watts – Facilities Co-Chair
10. Diane MacFarlane – Registration & Finance Co-Chair
11. Denise Bukowski – Registration & Finance Co-Chair

Objectives Established for the Year:

- To research, plan and execute all aspects of a national conference including:
 - Development of a promotional plan for the conference
 - Development of a hospitality theme for the conference
 - Development of a program theme for the conference
 - Ensure all required facilities and equipment are booked
 - Solicit organizations for sponsorship money, donations of service and prize donations



- Development of a conference budget, including registration fees
- Recruitment of volunteers to assist on committees and during conference

Results /Outcomes:

- The 2007 joint conference of the Canadian Administrators of Volunteer Resources (CAVR) and the Manitoba Association for Volunteer Administration (MAVA) was held from June 10 – 12 at the Delta Hotel in downtown Winnipeg.
- The publicity & marketing plan was developed early on. We were very successful in our marketing as the conference boasted the highest attendance at a CAVR conference in over seven years; with a total of 181 presenters and delegates.
- The conference featured keynote speakers Marlene DeBoisbriand, former President of Volunteer Canada and Lynne Toupin, Executive Director of the Human Resources Council for the Voluntary/Non-profit Sector and Susan Ellis, President of Energize, Inc.
- All committee members worked very hard to secure sponsors and supporters for the conference. In the end, the conference was extremely successful financially.

25th Anniversary Committee

Judy Lister & Barb Gemmell, Co-Chairs

Committee Members:

1. Judy Lister
2. Barb Gemmell
3. Shelley Young
4. Karen Smith

Objectives Established for the Year:

- To reconnect with former members
- To raise awareness about MAVA and the profession
- To celebrate MAVA's accomplishments
- To leave a legacy

Results / Outcomes:

- Prepared a display for the joint CAVR/MAVA Conference in June 2007
- Augmented MAVA's archives by locating: 7 of the 8 missing membership lists, 18 of 42 missing newsletters and 6 missing Annual Reports
- Prepared celebratory pictorial calendars to mark the 25th Anniversary
- Held a celebratory dinner in September 2007
- Returned MAVA's archives more complete and augmented by a time capsule of our anniversary year.



The Manitoba Association for
Volunteer Administration
(MAVA) is a professional
association providing advocacy,
education and networking
opportunities for people in the
business of volunteer
management, and has been in
existence since 1981.

For more information, please visit the
web site at www.mavamanitoba.ca

**Membership Renewal
Reminder**

MAVA Memberships are due
on **March 31** of each year

MAVA

P.O. Box 3099
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