



MANITOBA ASSOCIATION FOR VOLUNTEER ADMINISTRATION

Annual Report • 2008-2009

**Out Going 2008-2009
MAVA
Board of Directors**

President

Shaun Leonoff

Past President

Nancy Taggart

Vice-President

Mel Whitesell

Treasurer

Anne-Marie Dyck

Secretary

Jennifer Kaufman

Communications

Noreen Hees

Membership

Kelly Quigley

Advocacy & Professionalism

Tracy Douglass

Professional Development

Peggy McRitchie

Corrie Lawrence

Memorial Fund

Gwenda Templeton

**Proposed 2009-2010
MAVA
Board of Directors**

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Anne-Marie Dyck

Secretary

Rosie Sikora

Communications

Tricialynn Zacharias

Membership

Barb Brown

Advocacy & Professionalism

Noreen Mian

Professional Development

Connie Newman

Corrie Lawrence Memorial

Fund/Endowment

Gwenda Templeton



President

Shaun Leonoff

Objectives Established for the Year:

- Goal One: To increase MAVA membership by escalating marketing initiatives.
- Goal Two: Set criteria and guidelines for professional development/Corrie Lawrence fund.
- Increase level of professional development / have higher quality workshops.
- Set guidelines for managing stabilization fund.
- Goal Three: MAVA Conference.
- Goal Four: Website
- New website goal already accomplished.
- Sub-goal: Maintaining building and marketing on website.

Results/Outcomes:

- Survey completed on demographics of volunteer administrators including years in profession, salary, etc.
- Data has now been collected that will help with marketing for next year
- A database has been created that includes members and other organizations that employ volunteer administrators
- Funds have been set in reserve for the Corey Lawrence Fund as well a clear set of guidelines have been written.
- The criteria and application form will be posted on the website
- Attempt was made by PD to increase level of speakers but the registration numbers were too low to run the session
- Guidelines were developed for the management of the stabilization fund, but wit the economic downturn, it was decided to delay the investment at this time
- It was determined that it was not fiscally responsible to hold a conference this year so a luncheon with a keynote speaker will be held with the AGM and the Leadership Awards
- Content on the website continues to grow

New Initiatives / Directions Taken:

- Formalizing the Corrie Lawrence fund and criteria
- Joint meeting with PD planning committee to strategize for 2009 – 2010

Recommendations for Next Year:

- To look for skilled speakers that offer a high level of education
- To offer learning opportunities through the website
- To prepare an operating budget for Professional Development
- To explore creative ways of attracting the diverse members of the profession

Past President

Nancy Taggart

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 2009/2010 year, to be brought forth at the MAVA AGM, May 13, 2009.

President

Mel Whitesell

Vice-President

Peggy McRitchie

Treasurer

Anne-Marie Dyck

Secretary

Rosie Sikora

Advocacy & Professionalism

Noreen Mian

Communications

Tricialynn Zacharias

Membership

Barb Brown

Professional Development

Connie Newman

Corrie Lawrence Fund and Endowment

Gwenda Templeton

Past President

Shaun Leonoff



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
- Maintain all MAVA finances on QuickBooks program, prepare payables, process accounts receivable, make deposits
- Financial development of the Corrie Lawrence Memorial Fund and MAVA Scholarship Fund by Gwenda Templeton
- Have a Financial Review completed by a Certified Accountant

New Initiatives / Directions Taken:

- Continual financial development of the MAVA Scholarship Fund & Corrie Lawrence Memorial Fund.

Recommendations for Next Year:

- To continue to operate in a fiscally responsible manner and within our budget
- To continue to explore other possible income generating sources.

Secretary

Jennifer Kaufman

Objectives Established for the Year:

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

Results/Outcomes:

- Attended all board meetings and all general meetings with the exception of two board meetings
- E-mailed minutes of meetings to all board members in a timely manner
- Maintained minutes filing system
- Prepared the Annual Report 2008-2009

Communications Committee

Noreen Hees

Objectives Established for the Year:

- Re-design website
- Streamline and issue 4 newsletters
- Post employment opportunities for MAVA members
- Send out general announcements to members
- Respond to MAVA Member questions that come in through the website.

Results / Outcomes:

- A re-designed and updated website was launched September 19, 2008
- 3 newsletters were published
- 15 Employments opportunities and 18 general announcements were distributed to the membership
- All inquiries that came in through the website were answered or forwarded to the appropriate board member for further information.

New Initiatives / Directions Taken:

- Website was given modern new look
- Newsletter was streamlined to a more manageable size
- Most notices to Members were sent via the website through a general notice function

Recommendations for Next Year:

- Monitor website, and update as necessary
- Re-design the newsletter and link to the website more

Advocacy and Professionalism Committee

Tracy Douglass

Committee Members:

1. Tracy Douglass
2. Anrea Zaslov

Objectives Established for the Year:

- Receive 6 nominations for MAVA's Outstanding Service Award for Leadership of Volunteers.
- Collect data and distribute results of salary and benefits survey.
- Directly contact 5 organization leaders and inform them of the benefits of MAVA membership for their staff whose responsibilities include the coordination of volunteers

Results / Outcomes:

Received 6 nominations

- Survey released March 2009
- Contacted 6 organization

Recommendations for Next Year:

- Review and update policies to reflect technologies available.



Membership Committee

Kelly Quigley

Committee Members:

1. Kelly Quigley
2. Barb Brown
3. Karen Smith

Objectives Established for the Year:

- Develop a list of potential agencies to contact about MAVA membership
- Distribute information about upcoming workshops and membership to potential members
- Create new materials for promotion of MAVA

Results/Outcomes:

- Email list of 130 potential MAVA agencies/members was created and information regarding membership and “The Facebook Generation” was distributed. The results are yet to be determined.
- The membership committee recommended that MAVA utilize *Connections* as a promotional tool in recruiting new members, no longer limiting its distribution to MAVA members exclusively (the motion was passed by the Board of Directors). The membership committee is now using links to the website for promotional material. In addition, a corresponding bookmark is in the process of being created and will be used to promote awareness of MAVA benefits and to direct interested members to the website.

Recommendations for Next Year:

- Assess the declining trend in membership and develop more strategies for retention and recruitment.
- Continue to identify non-MAVA member agencies to target for recruitment.
- Use *Connections* as a recruitment tool (once it is available in an e-news format), with the goal of expanding the “subscribers” list to further promote MAVA membership and events.

Professional Development Committee

Peggy McRitchie

Committee Members:

1. Peggy McRitchie: Committee Chair
2. Mel Whitesell, Board Vice President - Committee Liaison to the Board
3. Connie Newman - Member
4. Jeanette Bobrowski – Member
5. Angie Boehm - Member
6. Christine Strutt - Member
7. Barb Gemmell - Member

Objectives Established for the Year:

- To hold 4 professional development workshops, based on the interests listed by MAVA membership in the 2006 survey.
- Give members the opportunity to Network with other like minded professionals in the volunteer sector.

Results/Outcomes:

- December 5, 2008 - Cec Hanec – Good turnout, positive feedback. Too expensive.
- We had to cancel all the other workshops due to low registration numbers.

New Initiatives/Directions Taken:

- PD Committee has approached the Board for input to 2009/2010 workshop planning.
- PD is looking forward to participating as a committee with the newly elected Board at the strategic planning meeting in June.
- We are looking forward to an exciting upcoming year with Connie Newman at the helm of the PD Committee.

Recommendations for Next Year:

- Be involved in the strategic planning phase with Board Members to set all dates for next year's workshops. Develop a focus group to help in the planning of workshops that meets the member's needs.

MAVA Endowment Fund

Gwenda Templeton

Objectives Established for the Year:

- To update the current Corrie Lawrence Fund
- To determine the feasibility of a scholarship fund managed by the Winnipeg Foundation.
- To establish a stabilization fund for the organization

Results / Outcomes:

- The Corrie Lawrence Fund criteria were revisited and the scholarship information updated on the MAVA website. After lengthy discussion the Board continues to support an agreement with the Winnipeg Foundation however as membership declines the necessity of a stabilization was considered more urgent.

New Initiatives/Directions Taken:

- A stabilization fund has been established in keeping with strong fiscal practices in turbulent times.

Recommendations for Next Year:

- Update membership at workshop meetings of the availability of the fund for conferences.
- Monitor the requests for scholarships and determine if personal requests are not received for membership attending conferences, should the income maybe be used towards professional development at workshops.



MAVA

P.O. Box 3099
Winnipeg, MB R3C 4B3

www.mavamanitoba.ca

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

