

Do you
Work with
Volunteers?

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MAVA

MANITOBA ASSOCIATION
for **VOLUNTEER ADMINISTRATION**

www.mavamanitoba.ca

Annual Report 2010 – 2011

**Proposed 2011-2012
MAVA
Board of Directors**

President

Peggy McRitchie

Past President

Vacant

Vice-President

Angie Boehm

Treasurer

Denise Bukowski

Secretary

Jodi Funk Clements

Communications

Noreen Mian

Membership

Anand Pandya

**Advocacy &
Professionalism**

Vacant

Professional Development

Connie Newman

**Outgoing 2010-2011
MAVA
Board of Directors**

President

Peggy McRitchie

Past President

Mel Whitesell

Vice-President

Rosie Sikora

Treasurer

Denise Bukowski

Secretary

Jodi Funk Clements

Communications

Noreen Mian

Membership

Anand Pandya

**Advocacy &
Professionalism**

Gwenda Templeton

Professional Development

Connie Newman

President

Peggy McRitchie

Objectives Established for the Year:

- New branding for MAVA to increase marketing & recruiting potential
- Policy revisions to align with current MAVA needs
- Increase MAVA Membership to bring the numbers up to par with 2009 - 2010
- Ensure continuation of high quality workshops for membership to gain professional development
- Continue to follow set guidelines & criteria for Cory Lawrence Memorial Fund
- Conference 2011 to be held in Winnipeg, MB.
- Website upgrade and revisions for in-house maintenance of web content
- New outreach and networking initiatives

Results/Outcomes:

- New MAVA brochures, business cards & banner in place.
- Policy revisions made in regards to signing authority on cheques, as well as a clear delineation and set criteria for student memberships.
- Membership growth to 80+ from 35 at the start of the 2010-2011 year.
- Conference held in Winnipeg May 2011, offering quality keynotes and workshops to encourage professional development for membership.
- 4 quality PD events were offered to membership and they were well attended this year.
- Corrie Lawrence Fund – continued growth for these funds have been secured by establishing an independent bank account, and purchasing GIC's that will provide interest to the current balance.
- Website has been updated and future in-house revisions, updates & training can now be done by the Communication Chair.
- Purchase of table at the 2011 Volunteer Manitoba Awards Dinner to bring public awareness of MAVA, give Board Members new networking opportunities, and show support for the outstanding volunteers.

New Initiatives / Directions Taken:

- More outreach initiatives to various organizations in Winnipeg.
- Make stronger connections with the surrounding rural area membership.
- Support idea of online payment ability via Pay Pall for Conference

Recommendations for Next Year:

- Improve Board orientations for new Board Members
- Update and revise the Board Manual - clarification of job descriptions
- Continue to work closely with PD committee to provide ongoing professional development for our membership.
- Continue to monitor and support progress of MAVA website and content.
- Support Membership/ Treasurer in setup for online payment capability for membership renewals
- Host the 2013 CAVR Conference in Winnipeg

Past President

Mel Whitesell

Committee Members (Nominations):

- Mel Whitesell (chair)
- Connie Newman
- ??????????

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 2011/2012 year, to be brought forth at the MAVA AGM, May 13, 2010.

Outgoing 2010-2011 MAVA Board of Directors
President <i>Peggy McRitchie</i>
Past President <i>Vacant</i>
Vice-President <i>Rosie Sikora</i>
Treasurer <i>Denise Bukowski</i>
Secretary <i>Jodi Funk Clements</i>
Communications <i>Noreen Mian</i>
Membership <i>Anand Pandya</i>
Advocacy & Professionalism <i>Gwenda Templeton</i>
Professional Development <i>Connie Newman</i>

Treasurer

Denise Bukowski

Objectives Established for the Year:

- Attended 95% of Board, Executive Committee and general meetings
- Overseen the maintenance of accurate records of the association's financial records
- Monitored all payments in accordance with the planned budget and monitored the collection of all dues and monies received.
- Made available a statement of receipts and disbursement for the review of members at all Professional Development Days.

Results / Outcomes:

- Attended board, committee and PD days responding to financial questions related to MAVA Association and the 2011 growing the Future Conference.
- Maintained all MAVA finances on QuickBooks program, prepared payables, processed accounts receivables and made deposits
- Prepared and submitted documentation for a Financial Engagement Review completed by a Certified Accountant.
- Allocated dollars to be dispersed from the MAVA Scholarship Fund & Corrie Lawrence Memorial Fund.
- Incorporated MAVA conference budget into the overall MAVA budget.
- Work with membership to further define student membership status.

New Initiatives / Directions Taken:

- Incorporated paypal into the MAVA and Conference website
- Obtain quotes and secured board liability insurance.
- Chaired an ad hoc committee to review historical data related to Corrie Lawrence Memorial Fund disbursements and the MAVA Scholarship Fund.

Recommendations for next year:

- Improve / expedite MAVA and CAVR memberships using paypal services
- Update the treasurer's job description to include procedures for mail collection, processing annual return information, completing an engagement review and paypal services.
- Develop operating procedures for annual disbursements and ongoing top up funding for the Corrie Lawrence Fund.
- Re-instate the issuing of receipts for all PD workshop days in accordance with generally accepted accounting principles.
- Develop and provide orientation to new board and committee members highlighting their role and responsibilities related to their respective budgets. i.e., disbursements, approval process, completion of claim forms, etc.
- Pursue setting up the association with online banking services

Secretary

Jodi Funk Clements

Objectives Established for the Year:

- Attend all board and general meetings to document minutes
- Participated in the Communications Committee
- 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 with the exception of one meeting
- Distributed minutes of meetings to all board members.
- Created and distributed Meeting Agenda's for all Board meetings.
- Maintained minutes filing system
- Prepared the Annual Report 2010-2011

New Initiatives / Directions Taken:

- Participated in the Communications Committee

Recommendations for next year:

- Review and revise Board Manual in cooperation with the Board members.
- Ensure a clear understanding and adherence to bylaws.
-

Communications Committee

Noreen Mian

Committee Members (Nominations):

Noreen Mian (chair)

- Jodi Funk Clements
- Anand Pandya

Objectives Established for the Year:

- Move website to platform to open-source technology to enable to Communication Chair to make all website updates.
- Develop marketing committee
- Create and carry-out a marketing plan in partnership with marketing committee and Board
- Update all promotional materials
- Visit the Rotary Career Symposium to being promoting the field of Volunteer Management to high school students

Results / Outcomes:

- Moved the website to open-source technology and gained the ability to update the website
- Created a Marketing Committee
- Rebranding that included new designs for a MAVA banner and handbills that is consistent with the website current colour scheme and 'look'.



- Update the MAVA logo
- Biweekly email updates

New Initiatives / Directions Taken:

- New MAVA Gmail account and Facebook page
- Implementation of PayPal on mavamanitoba.ca
- Growing The Future 2011
 - Temporary website developed
 - Logo created
 - Online registration system
 - Implementation of PayPal
 - Ensure that all MAVA documents reflect the new brand

Recommendations for Next Year:

- Continue to develop mavamanitoba.ca so that it reflects the needs of membership
- Attend at least 2 career fairs to promote the profession of Volunteer Management
- Ensure that all MAVA documents reflect the new brand

Membership Committee

Anand Pandya

Objectives Established for the Year:

None identified as this position was vacant for the 2009-2010 year

Results / Outcomes:

None identified as this position was vacant for the 2009-2010 year

New Initiatives / Directions Taken:

- Membership grew from 76 (June 2010) to 92 members (April 2011)
- Created a Google document to maintain a “live” and accurate membership list
- Online membership renewal made for faster turnaround of invoicing and payment

Recommendations for next year:

- Targeted promotion of MAVA (eblasts) to other associations
- Cold calling potential members to promote the association
- Continue increasing membership through targeted promotions.

Advocacy and Professionalism Committee

Gwenda Templeton

Committee Members (Corrie Lawrence Fund Chair):

Gwenda Templeton Chair

- Connie Newman
- Denise Bukowski

Objectives Established for the Year:

- Connect with Kerri Irwin-Ross, Minister of Housing and Community Development
- Connect with Winnipeg Free Press / Erin Madden
- Professional Development workshop Code of Ethics
- Participate in Brand workshops
- Make connections with Volunteer Administrators outside of the perimeter
- Promote nominations for MAVA's Outstanding Service Award for Leadership of Volunteers
- Provide recognition for MAVA volunteers

Results / Outcomes:

- Meeting held with Kerri Irwin Ross, Minister of Housing and Community Development in August / she will present the Outstanding Service Award for Leadership of Volunteers at the 2010-2011 AGM
- Contact made with Erin Madden of the Winnipeg Free Press but not successful in having an article in the paper.
- Professional Development workshop: November 30, 2010 "Ethical Conduct: Not just a Philosophical Debate!"
- Awareness to membership about the opportunity for Nominations for the 2010-2011 Outstanding Service Award for Leadership
- Information distributed to membership regarding funds available for MAVA conference & CAVR conference in June.
- Committee formed to review the applications for the scholarships
- Award presented to the Outstanding Service Award for Leadership
- MAVA volunteers recognized at AGM

New Initiatives / Directions Taken

- Developing a relationships with the Minister responsible for Volunteerism

Recommendations for Next Year:

- Develop a strategy to make contact with Volunteer Administrators outside of the perimeter
- Apply to the CAVR Robitaille Fund for Professional Development bursary (\$200.00) to promote MAVA & CAVR outside the perimeter
- Discuss with Professional Development committee the opportunity for a Standards of Practice workshop
- Consider new form of recognition for the Outstanding Service Award for Leadership of Volunteers

Professional Development

Connie Newmann

Committee Members:

- Connie Newman (Chair)
- Barb Gemmell
- Angie Boehm
- Jeanette Bobrowski
- Christine Strutt (to January 2011)
- Heather Dyregrov (Registration Assistant)

Objectives Established for the Year:

- Connect with Kerri Irwin-Ross, Minister of Housing and Community Development
- Connect with Winnipeg Free Press / Erin Madden
- Professional Development workshop Code of Ethics
- Participate in Brand workshops
- Make connections with Volunteer Administrators outside of the perimeter
- Promote nominations for MAVA's Outstanding Service Award for Leadership of Volunteers
- Provide recognition for MAVA volunteers

Results / Outcomes:

- Plan and co-ordinate a program of speakers and workshops for four MAVA general meetings per year and the Annual General Meeting.
- Ensure membership is informed of professional development opportunities and/or relevant materials relating to volunteer administration.
- Educate members about Code of Ethics and Standards of Practice.
- Encourage members to pursue certification and advanced training.
- Identify issues that will impact upon volunteer administration and communicate these to the membership (issues in the areas of policy, legislation, general and environmental trends).
- Review professional standards on an annual basis.
- Maintain Committee archives.
- Prepare an annual report.
- Liaise to other associations for volunteer administration--provincially, nationally, and internationally.
- Co-ordinate meeting registration and fees in conjunction with Administrative Assistant.

New Initiatives / Directions Taken

Workshops held at the Norwood Hotel (11:30 – 1:30PM)

- October 7 2010 – "I Volunteer"
- November 30, 2010 - Ethical Problem Solving (CAVR – Ethical Standards)
- Jan. 26, 2011 - Speed Mentoring (networking)
- March 15, 2011 - A New Canadian as a Volunteer

Conference held at the Clarion Hotel:

- May 12/13, 2011 – Growing the Future

Recommendations for Next Year:

- Continue to use the Norwood Hotel for a venue; it is central and has adequate parking
- Host a lunch & learn event in early October, late November, January, and March with an AGM in May
- The board consider initiating a member survey to determine their needs
- The biannual conference hosted by MAVA continue to be lead by a sub-committee of the PD committee.



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The **Manitoba Association for Volunteer Administration** (MAVA) is a professional association that unites individuals in the administration of volunteer resources.

Look for us on Facebook!

Membership Renewal Reminder

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