

Do you  
**Work** with  
**Volunteers?**

**JOIN**

**MAVA**

**MANITOBA ASSOCIATION**  
*for* **VOLUNTEER ADMINISTRATION**

[www.mavamanitoba.ca](http://www.mavamanitoba.ca)

**Annual Report 2013 - 2014**

## Mission Statement:

*Manitoba Association for Volunteer Administration grows and strengthens the field of volunteer resource management*

<p><b>CURRENT</b> Board of Directors 2013-2014</p> <p><b>President</b> <i>Angie Boehm</i></p> <p><b>Past President</b> <i>Peggy McRitchie</i></p> <p><b>Vice-President</b> <i>Lesley Camaso- Catalan</i></p> <p><b>Co-Treasurers</b> <i>Elise MacDonald</i> <i>Caitlin MacDonald</i></p> <p><b>Secretary</b> <i>Kim Wark</i></p> <p><b>Professional Development</b> <i>Evelyn Casey</i></p> <p><b>Communications &amp; Membership</b> <i>Monica Smith</i></p> <p><b>Advocacy &amp; Professionalism</b> <i>Kasia James</i></p>
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<p><b>PROPOSED</b> Board of Directors 2014-2015</p> <p><b>President</b> <i>Lesley Camaso- Catalan</i></p> <p><b>Past President</b> <i>Angie Boehm</i></p> <p><b>Vice-President</b> <i>Kasia James</i></p> <p><b>Secretary</b> <i>Sangeetha Nair</i></p> <p><b>Treasurer</b> <i>Kim Wark</i></p> <p><b>Professional Development</b> <i>Evelyn Casey</i></p> <p><b>Communications &amp; Membership</b> <i>Monica Smith</i></p> <p><b>Advocacy &amp; Professionalism</b> <i>Kelly Seifert</i></p>
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## President Angie Boehm

### ***Objectives Established for the Year:***

Working from our strategic plan this was a very busy year. We accomplished a great number of tasks in relation to our strategic plan along with all the operational tasks required to move MAVA forward.

We continued to address the goals outlined in our strategic plan as follows:

#### **Increase MAVA's membership, focusing on unrepresented sectors and areas outside of Winnipeg.**

In June 2014 we hosted the National CAVR/MAVA conference. Together we Engaged, Educated, and Empowered Administrators of Volunteer Programs from all over Manitoba and Canada. From all accounts this was a very successful conference and people left Winnipeg feeling refreshed and invigorated - ready for any challenge. The MAVA Board extends hearty congratulations to our Conference Co-Chairs Connie Newman and Sharyl Eaglesham along with the Steering Committee for an excellent job organizing the 2013 National Conference. An Executive Summary of the Conference results was submitted by the Conference Chairs and is available upon request.

The Conference Steering Committee felt strongly that in order to achieve our strategic plan, of focusing on the unrepresented or underrepresented groups, we would work to facilitate the attendance of these groups. As such, a large donation was secured with the sole purpose of providing financial assistance to such groups so that they may attend a National Conference. We thank the Winnipeg Foundation for their support in this endeavour.

MAVA has led the way in terms of National Certification. We supported a local study group last year with one member successfully achieving her CVA. Congratulations to Deloree McCallum. This year MAVA is leading another study group. Good luck to those studying to achieve their CVA this May.

MAVA also led on the national front in terms of providing a study group online. In January 2013 MAVA developed a Facebook Study Page and has posted exam like questions based on the reading from the recommended textbook. We held discussions and helped many people as they prepared to write the exam for their CVA certification. This is our second consecutive year that we have hosted in conjunction with VMPC. Participants are from all across Canada and some from the US. As of this writing, the number of participants on the FaceBook study group numbers at 150 people.

#### **Develop an increased awareness of MAVA across Manitoba.**

We continue to strive to encourage membership from our grass-roots organizations, our sister association - WAVA, Volunteer Manitoba, and other new coordinators of volunteer programs. We are asking our established membership to remember when they were just starting out. Remember how much there was to learn. Perhaps we can also remember that to grow our profession, it might be time to give back, offer to mentor a new coordinator.

This year saw the return of our Newsletter and continued communication with our members near and far. By all accounts the return of the newsletter was received with an overwhelming approval rating. Thank-you to Monica Smith for her continued efforts!!

With a shiny new website we have increased our ability to reach audiences that we would not normally reach. We are pleased to celebrate our new website...soft launched in March, but fully being celebrated here today. Cheers to a new website!!

**Identify, define and nurture key partnerships to support the field of volunteer resources management in Manitoba.**

We continue to support our relationship with Volunteer Manitoba and look forward to working together in a joint venture on Professional Development.

Last year we had the pleasure of appearing on the CJOB radio show Bowes Knows with Barbara Bowes. Preliminary discussions with the show executives have begun and we will announce an air date to the membership in due time.

**Other objectives:**

- Attend all of the meetings and PD events
- Ensure continuation of high quality workshops for membership to gain professional development
- Continue to follow set guidelines & criteria for Cory Lawrence Memorial Fund
- New outreach and networking initiatives

**Results / Outcomes:**

- There were 93 registered members for 2013-2014.
- Continued relationship with Volunteer Manitoba and looking for a project which might see a partnership develop
- Continued to nurture newly established relationships with members of the North End Community Helpers Network
- Attended all of Board (except for one) and PD meetings
- 4 quality PD events were offered to membership and they were well attended this year
- Sponsor of Volunteer Manitoba Awards through the purchase of a corporate table at the 2014 Volunteer Manitoba Awards Dinner. This was done to bring public awareness of MAVA, give Board Members new networking opportunities, and show support for Volunteer Manitoba as well as the many outstanding volunteers in Manitoba.

**New Initiatives / Directions Taken:**

MAVA continues to grow and develop.

- This year we developed a new and exciting website
- We encouraged the International Certification with CVA and assisted one member to achieve this certification
- We continue to offer support to MAVA members
- Continue to develop and nurture relationships with Volunteer Manitoba. Explore ways to partner with organizations that have volunteer management as a part of their mandate

**Recommendations for Next Year:**

Continue to work closely with Professional Development committee to provide ongoing professional development for our membership.

- 2015 is a Provincial Conference Year; establishment of Conference and Committee chairs will be required.
- Develop new and innovative topics/speaker workshops for the conference and smaller Professional Development events.

Continue with outreach initiatives to various grass roots organizations in Winnipeg and throughout Manitoba

- Continue to attend the North End Community Networks
- Continue to build our relationship with the Red River College Advisory Committee by providing feedback and assistance for the Volunteer Management Certificate program.

## Nominating Committee

**Committee Members (Nominations):**

- Eltie Pearson (chair)
- Angie Boehm

**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:**

The following proposed MAVA Board Slate for 2014-2015 is respectfully submitted for approval at the MAVA AGM on May 20, 2014.

President	Lesley Camaso-Catalan, Special Olympics
Past President	Angie Boehm, Health Sciences Centre
Vice President	Kasia James, Ronald MacDonald House
Secretary	Sangeetha Nair, YMCA
Treasurer	Kim Wark, Concordia Hospital
Professional Development	Evelyn Casey, Health Sciences Centre
Communication & Membership	Monica Smith, Canadian Breast Cancer Foundation
Advocacy & Professionalism	Kelly Seifert, Winnipeg Blue Bombers

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## Vice President Lesley Camaso-Catalan

### ***Objectives Established for the Year:***

- Change website hosting provider and create a new website to be more functional for our members
- Launch new and improved MAVA website
- Establish a strong relationship with Volunteer Manitoba
- Liaise with the Communication and Membership Chair and provide support in terms of communication to membership
- New outreach and networking initiatives.

### ***Results/Outcomes:***

- Switched website hosting provider to Weebly and MAVA is now more in control of content management of the new site
- Launched the new and improved MAVA website in March 2014
- Purchase of table at the 2014 Volunteer Manitoba Awards Dinner to bring public awareness of MAVA, give Board Members new networking opportunities, and show support for the outstanding volunteers.
- Met with Noreen Mian, Executive Director of Volunteer Manitoba, to discuss a potential professional development workshop partnered with Volunteer Manitoba to deliver to our members in January 2015

### ***New Initiatives / Directions Taken:***

- More outreach initiatives to various organizations in Winnipeg and rural areas.
- Make stronger connections with the surrounding rural area membership.
- Continue to update the MAVA website and keep it as current as possible.
- Set up a meeting with the Executive Director of Recreation Connections to pursue the possibility of integrating our biennial MAVA Conference within the Rec Connections Conference in February 2015

### ***Recommendations for Next Year:***

- Improve Board orientations for new Board Members.
- Update and revise the Board Manual - clarification of job descriptions.
- Work closely with Communication and Membership Committee to provide members with relevant resources in the field of volunteer management, as well as increase our membership base.
- Continue to monitor and support progress of MAVA website and content.
- Host the 2015 MAVA Conference in Winnipeg with a potential partnership with Recreation Connections

## Co-Treasurer

### Elise MacDonald & Caitlin MacDonald

#### **Objectives Established for the Year:**

- Create and maintain accurate records of the association's financial statements.
- Attend 100% of Board, Executive Committee Meetings and present prepared monthly financial statements.
- Monitor all payments in accordance with the approved 2013-14 budget.
- Monitor the collection of all dues and monies received.
- Improve/expedite MAVA and VMPC memberships using Pay Pal services.
- Prepare and complete 2013-14 Financial Engagement Review and year-end financial statements.

#### **Results/Outcomes:**

- Created and maintained accurate records of monthly financial statements.
- Attended 100% of Board, Executive Committee Meetings and presented the prepared monthly financial statements.
- Kept records of and filed connected documents with payments made.
- Issued receipts for all cash payments and personal cheques when requested by membership.
- Submitted all the required documentation for a 2013-14 Financial Engagement Review
- Secured 2012-13 and 2013-14 board liability insurance.
- Disbursed Corrie Lawrence Memorial Funds with board approval.
- Issued invoices as requested by memberships seeking employer sponsorship.
- Continued online banking to allow for seamless transfer of funds between PayPal and MAVA chequing account.

#### **New Initiatives:**

- Familiarized ourselves with the QuickBooks program in order to further advance skills needed to better utilize the software.
- Better utilization of QuickBooks software to eliminate duplication of work.
- Created a "How-To" outline regarding the duties and responsibilities of the Treasurer position, in order to provide a seamless transition for incoming Treasurers.
- Created and implemented an organizational system for financial documents.
- Improved upon the layout of the financial statements in order to provide further detail and clarity.
- Spread awareness through word of mouth of the opportunities available to get involved within MAVA to university students.

#### **Recommendations for Next Year:**

- Maintain and improve upon the "How-To" outline.
- Become better acquainted with QuickBooks software in order to improve efficiency and clarity of financial recordkeeping.
- Begin mentorship and treasurer's succession planning process.
- Pursue/inquire about alternative investment opportunities (i.e. TFSA) that may offer higher returns for the Corrie Lawrence Memorial Fund while maintaining its longevity.

## Secretary

Kim Wark

(Appointed by the Board October, 2013)

### ***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 meeting minutes' files (electronic and hard copies).
- Assist in preparation of annual report.

### ***Results/Outcomes:***

- Attended all board meetings. Unable to attend Business portion of Professional Development sessions.
- 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 2013-2014.

### ***Recommendations for next year:***

- If unable to attend meetings, ensure a recorder is assigned.
- Participate in Membership and Communications Committee as needed.
- Maintain board, executive and general meeting minutes' files.
- Review and revise Board Manual.
- Ensure a clear understanding and adherence to bylaws.

## Communications & Membership Chair

Monica Smith

(Appointed by the Board December 2013)

### ***Objectives Established for the Year:***

None identified, as the position was vacant for a portion of the year.

### ***New Initiatives / Directions Taken:***

- Maintained MAVA Facebook group
- Re-established MAVA news
- Updated MAVA website on completely new platform, removing the need for third party support and greatly reducing costs

### ***Recommendations for next year:***

- Continue to conduct outreach in line with our strategic priorities.
- Develop initiatives to increase membership
- Review recruitment process
- Clearly define value of membership



## Advocacy and Professionalism Chair

### Kasia James

#### **Objectives Established for the Year:**

- Establish Advocacy and Professionalism Committee with main board-set objective to revamp the Outstanding Service Award for Leadership of Volunteers
- Promote Award to generate more interest and nominations
- Coordinate the annual nomination and selection process of the Outstanding Service Award for Leadership of Volunteers
- Establish a connection with Red River College Advisory Committee
- Continue to execute MAVA strategic plan as it relates to Advocacy and Professionalism
- Continue to gather a deeper and detailed understanding of the role of Advocacy and Professionalism Chair and MAVA board

#### **Results / Outcomes:**

- Established Advocacy and Professionalism committee
- Performed detailed review of criteria, form and nomination process for the Outstanding Service Award for Leadership of Volunteers
- Worked with A&P committee to create new and updated award criteria, new nomination form (both printable and online versions) and simplified award nomination process to help in creating awareness about MAVA and increasing membership as outlined in strategic plan
- Following A&P committee's recommendations, changed name of the Outstanding Service Award for Leadership of Volunteers to MAVA Leadership Award to better reflect purpose of this distinction
- With assistance from Communications and Membership Chair, sent out call for nominations for Leadership Award and promoted award
- Continually trying to establish contact with the Red River College Advisory Committee

#### **New Initiatives / Directions Taken**

- Participated in a jury for Volunteer Manitoba award selection

#### **Recommendations for Next Year:**

- Amend the MAVA renewal form to include organizational leaders' information to aid in promotion of Leadership Award
- Focus on external promotion of Leadership Award to increase nominations (including through Volunteer Manitoba), highlighting nominations as a great cost-free way to recognize staff
- Develop a MAVA Leadership Award poster that can be used for promotion
- Update the A&P section of Board Manual to reflect award changes and overall board policy changes
- Continue to strive to connect with the Red River College Advisory Committee

## Professional Development Chair Evelyn Casey

### Committee Members:

Evelyn Casey (Chair)

- Sharyl Eaglesham
- Barb Gemmell
- Tracy Laluk
- Fiorina Pasquarelli
- Lynn Silver
- Shannon Erb (Registration Assistant)

### Objectives Established for the Year:

- Based on the survey results from the 2014 MAVA/CAVR conference, continue to provide a high level of professional development sessions.
- Encourage membership to access the resources available via Volunteer Canada, Volunteer Manitoba and Canadian Association of Volunteer Resources (now .
- Renew our relationship with Volunteer Manitoba.
- Based on membership feedback, change the PD sessions to a breakfast format.
- Attract new participants to attend the PD sessions.
- Partner with Volunteer Manitoba in the development and promotion of PD sessions.
- Work with Communications and Membership, and key agencies to promote the PD sessions.
- Support smaller organizations to participate.

### Results/Outcomes:

- Feedback regarding the breakfast time frame has been positive.
- Volunteer Manitoba has active representation on the PD Committee.
- Nine non-members attended Cora Dupuis's session and 13 non-members attended Brian Bowman's session. Several of the non-members were co-workers of existing members, while others represented smaller community organizations.
- Via the new website and newsletter, members have an opportunity to connect and be connected on a more regular basis.

### Workshops held at the Norwood Hotel:

- October 8, 2013 - Resource Round Up with Barb Gemmell and CAVR Branding with Suzie Matenchuk.
- December 4, 2013 - Privacy Law with privacy expert Brian Bowman.
- March 25, 2014 - How to Engage Generation Y with U of M Student Leadership Coordinator Cora Dupuis.
- May 20, 2014 - Everybody is on a Mission, Everybody is a Leader with Roland Marcoux.

### Recommendations for next Year (2014-2015):

- Continue to hold the meetings at the Norwood Hotel.
- Hold two half day PD sessions.
- Have Cora Dupuis for our next provincial conference.

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!**

The logo for MAVA, consisting of the letters 'MAVA' in a bold, blue, sans-serif font, centered within a white rectangular box.

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