

# ANNUAL REPORT

## 2014-2015



## PURPOSE OF MAVA

### OUR MISSION

MAVA grows and strengthens the field of volunteer resources management.

### OUR VISION

The field of volunteer resource management: inclusive, supported, recognized, valued.

The purpose of Manitoba Association for Volunteer Administration (MAVA) is to unite individuals involved in the administration of volunteer services and programs in a professional association that:

- promotes volunteer administration as a profession
- provides opportunities for the exchange of knowledge and experience in the administration of volunteer services and programs
- promotes professional standards, education, growth and development

## NOMINATING COMMITTEE

### COMMITTEE MEMBERS (NOMINATIONS):

Angie Boehm *Chair, Past President*  
Eltie Pearce

### 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 2015-2016 is respectfully submitted for approval by the MAVA members at the MAVA AGM on May 25, 2015.

President	Lesley Camaso-Catalan <i>Special Olympics Manitoba</i>
Past President	Angie Boehm <i>Health Sciences Centre</i>
Vice President	Kasia James <i>Ronald MacDonald House Charities Manitoba</i>
Secretary	Clarence Panergo <i>Health Sciences Centre</i>
Treasurer	VACANT
Professional Development	Sangeetha Nair <i>Hateless Canada</i>
Communication & Membership	Monica Smith
Advocacy & Professionalism	Anne Mott <i>Saul and Claribel Simkin Centre</i>

## PRESIDENT'S REPORT

Lesley Camaso-Catalan

### OBJECTIVES ESTABLISHED FOR THE YEAR

We continued to address the goals outlined in our strategic plan along with all the operational tasks required to move MAVA forward.

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

MAVA continues to focus on recruiting new members in the different grass-roots organizations and sectors that hold a great potential of volunteer managers and coordinators to increase membership.

However we saw a decrease in membership numbers this past year, partly due to transition of board positions and this fiscal year not being a conference year. We are optimistic that the membership numbers will increase next year as we hold our biennial conference and reach out to organizations in surrounding areas of Winnipeg.

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

Our presence through the different social media avenues has definitely given us more exposure and awareness over the Internet, since MAVA is now on Twitter. We have also progressed from having a closed Facebook group to a public page.

We found that the recent updates made to our website and having our Communications and Membership chair in charge of the content management system has made the website more user-friendly for members. We also have greater control on what, when and how we update and inform our members in the field of volunteer resources.

We once again had the pleasure of appearing on the CJOB radio show "Bowes Knows" with Barbara Bowes, which aired on July 6, 2014 with myself and Angie Boehm, Past President.

#### **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 was able to secure a facilitation session for our Annual General Meeting in order to help MAVA move forward as an organization.

We also continue to work with our national body, Volunteer Management Professional of Canada (VMPC) for support in the field of volunteer resources for our members.

### OTHER OBJECTIVES

- Attend all of the meetings and PD events
- Review and update the MAVA Board Manual
- Connect with Recreation Connections to foster a partnership
- Continue to follow set guidelines & criteria for Cory Lawrence Memorial Fund
- Follow guidelines for the new Canada's Anti-Spam Legislation (CASL), effective July 1, 2014
- New outreach and networking initiatives

### BOARD OF DIRECTORS 2014-2015

**President**  
Lesley Camaso-Catalan

**Past President**  
Angie Boehm

**Vice-President**  
Kasia James

**Treasurer**  
Kim Wark

**Secretary**  
Sangeetha Nair

**Professional  
Development**  
Evelyn Casey

**Communications  
& Membership**  
Monica Smith

**Advocacy  
& Professionalism**  
Vacant

### FAST FACTS

Incorporated in 1982, MAVA was formed to unite professionals in volunteer administration. At that time, there were 50-60 directors of volunteer services within the city of Winnipeg and a great need to promote volunteer co-ordination as a profession.



## Community Partnerships

### RESULTS / OUTCOMES

- There were 75 registered members for 2014-2015.
- Continued relationship with Volunteer Manitoba I hopes of forming a partnership for a future professional development session.
- Attended all Board meetings and all, but one, PD events
- Continued to nurture newly established relationships with members of the North End Community Helpers Network (NECHN) by attending two of their monthly meetings
- Attended Ndinawe's AGM to establish a connection with volunteer coordinator
- 4 quality PD events were offered to membership and they were well attended this year
- Reviewed and updated 75% of Board Manual. Revisions and to be completed by end of summer 2015.
- Created E-mail Parameters and Unsubscribe function to comply with the new CASL

### New Initiatives / Directions Taken:

MAVA continues to grow and develop.

- In order to keep MAVA moving forward, the Board Manual was reviewed and updated with all current board members' input, so this will allow for future growth of the organization
  - We continue to offer support to MAVA members through PD sessions and networking
  - 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
  - Twitter account was created by Communications and Membership chair to increase awareness of MAVA in the professional world
  - Updated the benefits of membership as we rebrand our business cards and brochures
  - Develop new and innovative topics/speaker workshops for the conference and smaller Professional Development events.
- b) Continue with outreach initiatives to various grass roots organizations in Winnipeg and throughout Manitoba
- Continue to attend the North End Community Helpers Network meetings
  - Continue to build our relationship with the Red River College Advisory Committee by providing feedback and assistance for the Volunteer Management Certificate program.
  - More outreach initiatives to various organizations in Winnipeg and rural areas.
  - Make stronger connections with the surrounding rural area membership, i.e. WAVA
- c) Continue to update the MAVA website and keep it as current as possible.

### RECOMMENDATIONS FOR NEXT YEAR

- a) Work closely with the Professional Development committee to provide ongoing professional development for our membership.
- 2015 is a Provincial Conference Year; liaise with Conference Committee
- d) Set up a meeting with executive director of Recreation Connections on possibly integrating volunteer management sessions within the RecConnections Conference in February 2016.
- e) Improve Board orientations for new Board Members

# ADVOCACY AND PROFESSIONALISM

Kasia James, Vice President

As the Advocacy and Professionalism position was vacant for the 2014-2015 Board year, Vice President, Kasia James acted as the Advocacy and Professionalism Chair

## OBJECTIVES ESTABLISHED FOR THE YEAR

- Fill the Advocacy and Professionalism Chair position.
- Promote MAVA Leadership Award to generate more interest and nominations.
- Coordinate the annual nomination and selection process Leadership Award.
- Maintain active connection with Red River College Advisory Committee.
- Help execute MAVA's strategic plan as it relates to Advocacy and Professionalism.

## RESULTS / OUTCOMES

- Personally welcomed new member attendees at PD sessions.
- Attended both RRC Advisory Committee meetings, November 20, 2014 and April 23, 2015.
- Coordinated call for nominations for Leadership Award. Received four nominations in total.
- Promoted MAVA Leadership Award with Volunteer Manitoba (e-news) and VMPC.
- Established Award Selection Committee.
- Coordinated MAVA Leadership Award presentation.

## NEW INITIATIVES / DIRECTIONS TAKEN

Once again participated in a jury for Volunteer Manitoba award selection.

## RECOMMENDATIONS FOR NEXT YEAR

- With discontinuation of RRC's Volunteer Management program, explore with Board education/professional development options for membership.
- Explore MAVA's role with respect to updated employer requirements for Volunteer Management employment positions.
- Focus on external promotion of Leadership Award to increase nominations, 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.

# TREASURER'S REPORT

Kim Wark

## OBJECTIVES

- Maintain accurate records of the expenses and revenues.
- Attend all meetings and present monthly financial statements.
- Develop and monitor budget
- Prepare and submit documentation for 2014-2015 Engagement Review

## RESULTS/OUTCOMES:

Created and maintained accurate records

- Prepared and submitted monthly financial statements to Board

- Issued receipts and invoices as requested by membership
- Disbursed Corrie Lawrence Memorial funds as per Board approval.
- Paid invoices in a timely fashion
- Submitted the required documentation for 2014-2015 Engagement Review

## NEW INITIATIVES

- Attended Bookkeeping workshop through Volunteer Manitoba
- Developed calendar of important dates for Treasurer

## RECOMMENDATIONS FOR NEXT YEAR:

- Investigate QuickBooks online or the purchase of a laptop & updated version of QuickBooks.
- Increase membership base or consider raising membership dues to ensure the future viability of the Association.
- Continued development of Treasurer's manual.
- Improve transition process between treasurers.

# SECRETARY'S REPORT

Sangeetha Nair

## OBJECTIVES ESTABLISHED FOR THE YEAR

- Document & provide minutes for meetings to all board members in a timely manner.
- Maintain meeting minutes' files.
- Prepare annual report with intent to improve style, layout and quality.
- Contribute ideas and share contacts and knowledge with other committees.

## NEW INITIATIVES / DIRECTIONS TAKEN

Participated as a jury for the Volunteer Manitoba Award.

## RESULTS/OUTCOMES

- 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 2014-2015 with a new look and feel.
- Contributed ideas and rec-

ommendations for new MA-VA website, brochure & Facebook Page.

- Shared contacts with PD Chair for venue bookings.

## RECOMMENDATIONS FOR NEXT YEAR

- Continue participating in different committees as needed.
- Maintain board, executive and general meeting minutes' files.
- Ensure a clear understanding and adherence to bylaws.

# Communications & Membership Chair

Monica Smith

## OBJECTIVES ESTABLISHED FOR THE YEAR

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

## RESULTS/OUTCOMES

- Five editions of MAVA News was published and distributed to members.
- Membership benefits were reviewed and updated on the website.
- Improved process to track memberships, payments, and registrations.
- As of March 31st, 2015:
  - ◊ New members: 9 (includes 3 that did not pay membership)

- ◊ Paid members: 63
- ◊ Unpaid members: 12
- ◊ Payment pending: 2
- ◊ Non-members who attended a minimum of one PD session: 13

## NEW INITIATIVES / DIRECTIONS TAKEN

- Closed Facebook group and opened the *MavaManitoba* Facebook page. As of March 31st, 2015 the page has 30 likes.
- Opened the @MAVA\_MB Twitter account. As of March 31, 2015, the account has 48 followers.
- Developed and implemented "unsubscribe" option for MAVA emails.
- In the process of developing "Members Only" section of MAVA website.
- In the process of updating MAVA brochure

## RECOMMENDATIONS FOR NEXT YEAR

- Start using "Members Only" section of MAVA website.
- Continue to maintain accurate membership list. With treasurer, streamline process to follow up on unpaid dues and fees and suspend memberships where required.
- Research and create targeted list to distribute new MAVA brochures and information to people working with volunteers who are not yet MAVA members.
- Improve process to follow up with non-members with information and benefits about joining MAVA.



MavaManitoba

@MAVA\_MB

# Professional Development Chair

Evelyn Casey



## COMMITTEE MEMBERS

Evelyn Casey, Chair  
Sharyl Eaglesham  
Barb Gemmell  
Tracy Laluk

Lynn Silver, Logistics  
Jenny Kidder  
Shannon Erb, Registration Assistant

## OBJECTIVES ESTABLISHED FOR THE YEAR

- Tap into the knowledge and experience of our own members.
- Continue to provide a high level of professional development sessions.
- Attract new participants to attend the PD sessions.
- Recruit a conference chair and committee for the 2015 provincial conference.

## RESULTS/OUTCOMES

- Feedback regarding the breakfast time frame has been positive.
- Co-chairs were secured for the 2015 provincial conference and a committee struck.

## WORKSHOPS HELD

- September 30, 2014 - Design

and Delivery of Interactive Training for Volunteers with Kelly Seifert (32 attended)

- November 2014 - Tony Goodrow from Better Impact. The session was held at St. Amant. (15 attended)
- December 12, 2014 - Human Rights in The Workplace with Beatrice Watson and tour of the new Canadian Human Rights Museum (39 attended)
- March 25, 2015 - Delivering Effective Feedback to Volunteers with Laurie Barkman (29 attended)
- May 25, 2015 - AGM
- AGM/Planning session - Looking to the Future with Judith Cameron from Volunteer Manitoba.

## RECOMMENDATIONS NEXT YEAR

- Increase the length of the presentations to a full hour plus Q and A.

- Increase fees for PD sessions to \$30 for members and \$50 for non-members. We need to be more competitive and the cost of food has increased significantly over the past two years.
- Continue to hold meetings at the Norwood Hotel.
- Volunteer Manitoba has active representation on the PD Committee.
- Partner with Volunteer Manitoba in the development and promotion of PD sessions.
- Encourage members to access resources available via Volunteer Canada, Volunteer Manitoba and Canadian Association of Volunteer Resources.
- Revert PD evaluations to paper format since Survey Monkey has had low response.
- Have Cora Dupuis for our next provincial conference.

**MAVA**  
Manitoba Association for Volunteer Administration

BI-ANNUAL  
CONFERENCE

THE NEW FACE OF  
**VOLUNTEERISM**

**NOVEMBER 5, 2015**  
CANAD INNS POLO PARK



[WWW.MAVAMANITOBA.CA](http://WWW.MAVAMANITOBA.CA)

**INTERNATIONAL VOLUNTEER MANAGERS DAY**

PROFESSIONAL DEVELOPMENT SUBSIDY AVAILABLE  
THROUGH THE CORRIE LAWRENCE MEMORIAL FUND

**MAVA**  
Manitoba Association for  
Volunteer Administration

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