

# **CANADIAN ADMINISTRATORS OF VOLUNTEER RESOURCES**



## **ADMINISTRATEURS CANADIENS DES RESSOURCES BÉNÉVOLES**

### **24th ANNUAL REPORT RAPPORT ANNUEL**

**2004-2005**

## TABLE OF CONTENTS

|  | <b>Page</b> |
|--|-------------|
| CAVR BOARD MEMBERS 2004-2005 .....                   | 3           |
| AGENDA 2005 Annual General Meeting .....             | 5           |
| Report of the PRESIDENT .....                        | 7           |
| Report of the Immediate PAST PRESIDENT .....         | 8           |
| Report of the FIRST VICE-PRESIDENT .....             | 9           |
| Report of the SECOND VICE-PRESIDENT .....            | 10          |
| Report of the TREASURER & Financial Statements ..... | 11          |
| Report of the SECRETARY .....                        | 14          |
| <br>   |             |
| CAVR COMMITTEE REPORTS.....                          | 15          |
| Report on the CAVR BY-LAWS .....                     | 22          |
| Report of the NOMINATIONS Committee .....            | 23          |
| CAVR SLATE OF OFFICERS & APPOINTMENTS 2005-2006..... | 24          |

## CAVR BOARD MEMBERS 2004-2005

### Executive Officers:

|                              |  |
|------------------------------|--|
| <b>President</b>             | <b>Bernard Cyr, CAVR</b><br>Chef du service des ressources bénévoles<br>CSSS du Nord de l'Île et St-Laurent<br>Montréal, Québec          |
| <b>Past President</b>        | <b>Mary MacKillop, CAVR</b><br>Vancouver, British Columbia   |
| <b>First Vice President</b>  | <b>Jennifer Young, CAVR</b><br><b>Manager, Volunteer Services</b><br>South East Health Care Corporation<br>Moncton, New Brunswick        |
| <b>Second Vice President</b> | <b>Connie Cook, CAVR</b><br>Manager of Volunteers<br>Glenbow Museum<br>Calgary, Alberta  |
| <b>Treasurer - Appointed</b> | <b>Karen Kennedy</b><br>Coordinator, Volunteer Services<br>Richardson Hospital Centre<br>Montreal, Quebec                                |
| <b>Secretary -Appointed</b>  | <b>Patricia Gillis, CAVR</b><br>Director, Volunteer Resources<br>Children's & Women's Health Centre of BC<br>Vancouver, British Columbia |

## CAVR COMMITTEE DIRECTORS 2004-05

### Professional Development

**Colleen Watts, CAVR**  
**Manager, Volunteer Resources**  
 Health Sciences Centre  
 Winnipeg, Manitoba

### Professional Standards

**Kathy Harrison, CAVR**  
**Coordinator, Volunteer Services**  
 CancerCare Manitoba  
 Winnipeg Manitoba

### Certification Committee

**Cindy Fairs, CAVR**  
**Manager, Volunteer Resources**  
 Central Okanagan Hospice Association  
 Kelowna, British Columbia

### Member Services Committee

**Joan Crittenden, CAVR**  
**Manager, Volunteer Services**  
 St. Joseph's Healthcare Centre  
 Hamilton, Ontario

### Advocacy Committee

**Pam Gill** (resigned January 2005)  
**Executive Director**  
 Volunteer Grandparents/Intergenerational  
 Programs  
 Burnaby, British Columbia

**Karen Howe** (Interim appointment)  
**Manager Volunteer Services**  
 Vancouver Aquarium  
 Vancouver, British Columbia

**CANADIAN ADMINISTRATORS OF VOLUNTEER RESOURCES**



**ANNUAL GENERAL MEETING**

**AGENDA**

**Saturday, June 25<sup>th</sup>, 2005**  
The Coast Plaza Hotel & Suites  
Vancouver, British Columbia

Call to Order

Report of the Credential Committee  
Confirmation of Quorum  
Acceptance of Rules of Order  
Appointment of Parliamentarian  
Appointment of Scrutineers

**Acceptance of the Minutes of the Annual General Meeting of June 18<sup>th</sup>, 2004.**

**Annual Reports**

|                         |   |
|-------------------------|---|
| President's Report      | Bernard Cyr, CAVR                                   |
| Treasurer's Report      | Bernard Cyr on behalf of<br>Karen Kenney, Treasurer |
| Auditor's Report        |   |
| Appointment of Auditors |   |
| Proposed Budget 2004-05 |   |

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|                        |                   |
|------------------------|-------------------|
| By-Laws & Regulations  | Bernard Cyr, CAVR |
| Member Services Report | Pat Gillis, CAVR  |
| CAVR Committee Reports |                   |

**BUSINESS ARISING**

**NEW BUSINESS**

**CAVR By-laws Revisions Resolution**

**Nominating Committee Report**

**Election & Appointment of Officers 2005-2006**

**2006 Conference & Annual General Meeting**

**Announcements**

**Adjournment**



Visit us regularly for updated information on the profession  
and for *Members Only* at

[www.CAVR.org](http://www.CAVR.org)

# ANNUAL REPORT OF THE PRESIDENT

## Objectives

1. Advocate for the profession at the national level through meaningful partnerships.
2. Consolidate actual & future affiliations between CAVR and different organizations.
3. Refocus on “member friendly” services.

## Outcomes

### **First objective**

- Consolidation of relationship between CAVR and Volunteer Canada as well as with other national organizations for creating partnership opportunities. Standards of practice and Canadian Code joint collaboration concept now underway.
- CAVR Board members have been actively involved at the national level (Network of National Volunteer-Involving Organizations, National Think Tank/Volunteer Zone, National Advisory Committee, Feasibility Study for the upcoming Human Resource Council for the Voluntary and Non-Profit Sector, etc.)

### **Second objective**

- Six Provincial and Regional Groups or Associations are now affiliated with CAVR bringing membership to just about 700 members. Two other organizations are at the negotiation level. An affiliation evaluation tool was developed and is presently being fine tuned.

### **Third objective**

- Certain Board committees have reviewed their policies and procedures to better respond to members’ suggestions.
- CAVR website is continuously updated and all postings including the electronic bulletin are now in both official languages.
- The Canadian Journal of Volunteer Resource Management continues to be provided to all CAVR members.

## New initiative

- Nomination of Co-Chairs for certain committees enabling better membership servicing.

**Respectfully submitted  
Bernard Cyr, CAVR**

## **ANNUAL REPORT OF THE PAST PRESIDENT**

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

The past year has been one of transition and change. It has been a pleasure watching Affiliation agreements negotiated over the last 18 months come to fruition and CAVR grow reaching more professional administrators across the country than ever before.

Co-chairing the 2005 National conference has been the primary focus of my volunteer effort for CAVR this past year. With my professional role changing from Director, Volunteer Resources in healthcare to Director of VolunteersNow for 2010 LegaciesNow as Canada prepares to host the 2010 Olympic and Paralympic games has meant that as a sponsor of the conference I had to limit Past President activities. I relinquished taking the lead on nomination procedures.

I will not be returning for my final year as Past President but I will continue to assist with partnership relations, affiliation agreements as required and any Board support I can offer.

Once again another year with CAVR's Board of Directors has been an honor and pleasure. I wish new members to the Board congratulations and well wishes as we prepare to tackle another year on behalf of the entire Canadian membership.

**Respectfully submitted  
Mary MacKillop, MA, CAVR**

## **ANNUAL REPORT OF THE FIRST VICE PRESIDENT Communications Committee**

### **Committee Members:**

Jennifer Young, Barb Gemmell, Bernard Cyr (translation)

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

- Production of a timely e- newsletter.

### **Result / Outcomes**

- Two issues were produced.

**Respectfully submitted  
Jennifer Young, CAVR**

## **ANNUAL REPORT OF THE SECOND VICE PRESIDENT**

### **Objectives that were established for the Year**

- Work with entire Board to fulfill strategic plan for 2004 / 2005
- Continue to liaise with Volunteer Management Group – Edmonton, Alberta to ensure pilot project continues successfully.
- Work with Membership Committee as needed in Alberta

### **Result / Outcomes**

- Volunteer Management Group will resign for another term with the affiliation agreement.
- Found new liaison from VMG to represent them in Alberta on Memberships
- Met with group again this spring to discuss affiliation at which time I was able to bring back information to the Board and re-assure continued affiliation.
- Worked with Membership committee to ensure support for Alberta through a representative from the VMG
- Continue to serve Board as required, where needed on various projects
- Attend all conference calls up to my surgery and thereafter other than April 26<sup>th</sup> at which time I had a second position as an Adult trainer on contract and could not attend call. Did however check in with our President and Membership Coordinator to inquire as to roles they may have required me to assist on.

### **New Initiatives / Direction Taken**

- Medical Leave taken from August 2004 to January 2005 and thereafter assisted where needed.
- Attended Volunteer Management Group meetings in the Spring where we set up a table to represent CAVR and handed out materials including conference materials for promotion.
- I was approached at this meeting by two Volunteer Management Groups in rural Alberta to consider them for affiliation in the new year

**Respectfully Submitted**

**Connie Cook, CAVR**

## CAVR Financial Statement – March 31, 2005

### BALANCE ON APRIL 1, 2004

|                    |                   |
|--------------------|-------------------|
| Regular account    | \$4,377.11        |
| Robitaille account | <u>\$2,057.42</u> |
|                    | <b>\$6,434.53</b> |

**INCOME SINCE APRIL 1, 2004** **\$24,360.38**

**TOTAL INCOME** **\$30,794.91**

**EXPENSES SINCE APRIL 1, 2004** **\$19,610.69**

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**CASH BALANCE ON MARCH 31, 2005** **\$11,184.22**

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### ASSETS

|                            |                    |
|----------------------------|--------------------|
| Regular account            | \$9,300.89         |
| Robitaille account         | <u>1,883.33</u>    |
| Total cash assets          | \$11,184.22        |
| Robitaille fund investment | <u>\$10,000.00</u> |

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**TOTAL CAVR ASSETS ON MARCH 31, 2005** **\$21,184.22**

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### NOTES

- **Balance for Regular account on March 31 was \$10,201.28. Cheque for \$500 was issued on March 20 and cheque for \$400.39 was issued on March 25. Both were cashed after March 31.**
- **Balance for Robitaille account on March 31 was \$2,083.33. Cheque for \$200 issued on March 19 was cashed after March 31.**
- **Interest from Robitaille fund investment will be deposited in Robitaille account in August 2005. Interest transferred in August 2004 was \$430.38.**
- **Outstanding expense for 2004/2005 is auditor's fee.**

Statement submitted by Karen Kennedy, Treasurer  
May 22, 2005

**Canadian administrators of volunteer resources**

**BALANCE SHEET**  
**As of March 31, 2005**

|                        | <b>2005</b>     | <b>2004</b>     |
|------------------------|-----------------|-----------------|
| <b>ASSETS</b>          |                 |                 |
| <b>Current</b>         |                 |                 |
| Cash                   | \$11,184        | \$6,435         |
| Short-term investments | \$10,084        | \$10,430        |
|                        |                 |                 |
| <b>TOTAL ASSETS</b>    | <b>\$21,268</b> | <b>\$16,865</b> |

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**LIABILITIES**

|                                      |              |              |
|--------------------------------------|--------------|--------------|
| <b>Current</b>                       |              |              |
| Accounts payable and accrued charges | \$475        | \$475        |
|                                      |              |              |
| <b>TOTAL LIABILITIES</b>             | <b>\$475</b> | <b>\$475</b> |

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**CONSOLIDATED FUND EQUITY**

|   |                 |                 |
|---|-----------------|-----------------|
| <b>Net surplus</b>  | <b>\$20,793</b> | <b>\$16,390</b> |
|   |                 |                 |
| <b>TOTAL</b><br>(Liabilities plus consolidated fund equity) | <b>\$21,268</b> | <b>\$16,865</b> |

Richard Beaugard, cga

**STATEMENT OF INCOME, EXPENSES AND CONSOLIDATED FUND EQUITY**

## Year ending March 31, 2005

### Income

|                          |                 |
|--------------------------|-----------------|
| Conference               | 7,000           |
| Interest                 | 84              |
| Membership               | 12,480          |
| Recertification          | 750             |
| Certification            | 1,200           |
| Donations & Sponsorships | 2,500           |
| <b>Total income</b>      | <b>\$24,014</b> |

### Expenses

|                          |                 |
|--------------------------|-----------------|
| Bank charges             | 150             |
| Board expenses           | 5,739           |
| Web services             | 2,856           |
| National conferences     | 5,500           |
| Education grant          | 200             |
| Office supplies          | 131             |
| Professional fees        | 475             |
| Journal subscription     | 500             |
| Translation              | 1,021           |
| Printing                 | 1,209           |
| Recognition & gifts      | 342             |
| Insurance                | 627             |
| Public Relations         | 581             |
| Volunteer Canada dues    | 190             |
| Industry Canada          | 90              |
| <b>Total expenses</b>    | <b>\$19,611</b> |
| <b>Net income (loss)</b> | <b>\$4,403</b>  |

### Consolidated Fund Equity

|                                 |                 |
|---------------------------------|-----------------|
| Net surplus, beginning of year  | 16,390          |
| Net income (loss)               | 4,403           |
| <b>Net surplus, end of year</b> | <b>\$20,793</b> |

Richard Beauregard, cga

## REPORT OF THE SECRETARY

At times this past year the growth and activities of CAVR has been a challenge to keep pace with.

### **Membership**

The implementation of the Affiliation Agreements has certainly reduced the amount of time spent following up with annual individual memberships - something I am personally very grateful for. Communicating and networking with colleagues in the various regional and provincial membership associations has been very satisfying.

### **Communications**

There continues to be a constant stream of enquiries sent to CAVR via the web site. These are replied to promptly with many enquiries forwarded to those CAVR officers who can provide specific direction and advice. The web site has given CAVR the international presence required by a professional association and enquiries from international bodies, national institutions, organizations and individuals curious about the profession and the association continue to be responded to in a timely manner.

### **Website**

The CAVR web site continues to be an invaluable resource - [www.CAVR.org](http://www.CAVR.org) . The continual updating and promotion of the E-Membership database and the on-line, interactive sections of the **Members Only** section has allowed CAVR to fully communicate with the membership on a regular basis. The Webmaster has worked consistently to keep all information on the web site current, and easily navigable. Information has been posted promptly with any additional modifications or revisions addressed. The total number of page views during the month of March 2005 was 7595, and as of March 31st 2005 there were 32,173 visitors to the site. We have also started posting the total number of visitor page views of the CAVR website since its inception — as if June 1, 2005 this number is 302,835 page views.

I have enjoyed the opportunity to facilitate teleconferencing on behalf of the board and to maintain records of all Executive / Board meetings and discussions. It is very gratifying for me to continue in this volunteer role with an exciting and growing Association and a energetic group of colleagues.

**Respectfully submitted**  
**Patricia Gillis, MA, CAVR**

## **COMMITTEE REPORTS**

### **ADVOCACY COMMITTEE REPORT**

**Committee Chair:** Pam Gill (Karen Howe)

**Committee Members:** Ellen Bremner, Aileen V. Feicho, Karen Howe and Nicole Poos.

**Objectives of the Year:**

- Develop a Terms of Reference for this new Committee
- Recruit national members/representation for this Committee
- Develop, implement and evaluate advocacy related resources regarding the profession, employers and funders
- Implement the distribution of CAVR developed resources – i.e. “Hire a Professional” brochure
- Develop and implement targeted strategies for professionals and employers

**Outcomes:**

- National members recruited to form Committee
- Terms of Reference developed and adopted
- Existing advocacy related resources sourced and reviewed
- CAVR resources reviewed
- Communication initiated with provincial associations on advocacy strategies explored and implemented
- Development of a CAVR Advocacy Strategy

**Respectfully submitted  
Pam Gill & Karen Howe**

## CERTIFICATION COMMITTEE REPORT

**Committee Chair:** Cindy Fairs, CAVR

**Committee Members:** Mariel Williams, CAVR, Charlene Robson, CAVR, Mireille Roy, CAVR, Lynn McShane, CAVR

### Objectives that were established for the year:

To offer ongoing certification to members

- To hold annual workshop at National Conference on Certification
- To liaise with PAVRO to ensure consistency in representation
- To review the evaluation process and changes / revisions to the marking process, markers guidelines, mentors packages and criteria for certification
- To develop certification policies & procedures for revised changes
- To make changes on website to reflect changes in certification criteria
- To maintain consistent tracking of certifying and recertifying members
- To increase members certifying and recertifying through various means of direct contact (ie. Newsletter, direct mail, e-mail, workshops etc.)
- Pursue international certification linkages with UK & Scotland

### Results / Outcomes:

The Certification Committee has been working through a process of making changes to the certification criteria, markers guidelines, mentors packages and policy revisions over the course of the last two years. As a result, the changes that have been made are as follows:

- ✓ Contact made with international groups
- ✓ Certification deadlines changed to March 1<sup>st</sup> and Recertification Dec 31<sup>st</sup>
- ✓ Certification passing grade to be increased to 75% from 60%
- ✓ Certification papers receiving top grades of 90% or greater will be publishable
- ✓ Certification candidates can be granted a 2 week extension after deadline for papers
- ✓ Standards for recertification papers be the same as certification papers
- ✓ Recertifying members must submit package in complete format
- ✓ Increase hours of professional development from 20 to 25 hours
- ✓ Increase recertification fee to \$50 and maintain certification fee at \$100
- ✓ Recertification papers also be marked by one other besides the Chair
- ✓ Markers guidelines be established (in final process)
- ✓ Mentors packages developed (in final process)

There have been several workshops held during this year on Certification:

- CAVR Conference, Nova Scotia June 2004
- Kelowna Volunteer Centre, BC, December 2004
- BC Hospice Palliative Care Conference, Vancouver, BC May 2005

This year we have had 12 members certify:

Lillian Whitmore, Debbie Kennedy, Romy Schnailberg-Litwin, Karen Preston, Maureen Fatin, Catherine Lee-Sikorski and Bonnie Koch.

There are 8 members to recertify:

Bernard Cyr, Carole Gamble, Carolyn Rickey, Charlene Robson, Joan Eisner, Judy Lister, Lola Baral, Mariel Williams, Mary MacKillop, Nicole Daubois, Patricia Gillis and Susanna Matenchuk.

**New Initiatives / Directions:**

- To take the information that has been developed and create a comprehensive document for distribution by the association on its website
- To complete all of the policies that reflect the changes for certification
- To collaborate and explore partnerships with other national associations that have developed standards of practice and accredited volunteer programs

**Respectfully submitted  
Cindy Fairs, CAVR**

## **MEMBERSHIP COMMITTEE REPORT**

**Committee Chair:** Joan Crittenden

**Committee Members:** Jan Halliday, Romy Litwin, Suzie Matenchuk, Brenda Shim, Sharon Dawe, Sharon Haubrich, Merek Jaglielski, Colin Green (resigned).

**Objectives established for the Year:**

- Develop recruitment strategies for CAVR membership
- Develop the evaluation tool for the affiliation agreements
- Establish provincial/regional relationships with a membership representative in each region/province

**Result / Outcomes:**

- Regional reps were recruited in 8 regions and supplied with a CAVR tool kit of promotional materials
- Committee Terms of Reference were reviewed
- Position Description for the regional reps written and approved
- Evaluation Tool for affiliation agreements drafted, reviewed and prepared for application in the fall 2005

**New Initiatives / Directions Taken:**

- A new affiliation agreement was signed between CAVR and the Professional Administrators of Volunteer Resources - Newfoundland in November 2004.
- A new affiliation agreement was signed between ACRB and AGRBQ in January 2005.
- Under discussion at this time, the possibility of affiliation agreements with VMG Saskatoon and the Community Council on Volunteerism, Montreal.

**Respectfully submitted  
Joan Crittenden, CAVR**

## **PROFESSIONAL DEVELOPMENT COMMITTEE REPORT**

**Committee Chair: Colleen Watts, CAVR**

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

- Promote professional development opportunities and share PD resources through CAVR communications.
- Promote the use of the Robitaille funds to support CAVR professional development activities in each province.
- Explore ways that professional development could be provided across Canada to members by using technology.
- Liaise with the Conference Chairs.
- Develop policies and procedures as well as sample conference timelines for the CAVR conferences to provide clearer guidelines for the hosting province.
- As a CAVR board member, encourage membership and promote the benefits of a national professional association.

### **Results/Outcomes for the promotion of professional development opportunities::**

- Provided professional development news from *Across the Country* for both issues of Exchange.
- Co-facilitated (with Kathy Harrison) a workshop on the Code of Ethics for the Manitoba Association for Volunteer Administration to support professional development and promote the Code and its use to CAVR membership.
- Updated the website list of Canada wide college and university programs offering training and continuing education in Volunteer Resource Management. The list has been well received by members with many hits each month.
- Promoted the Robitaille fund through the regional membership representatives and the Exchange newsletter. One province (Manitoba) received Robitaille funds for their regional conference in May.
- Ensured the 4 mandatory workshops on Standards of Practice, Ethics, Certification and Advocacy for the Profession were included in the Vancouver conference program.
- Documented the policies and procedures that had evolved informally for CAVR conferences for board consideration and approval.
- Developed a summary of CAVR conference committee cycle and timelines for future conference planners.
- Provided initial resources and consultation to the Newfoundland Conference Chair.
- Initial exploration of the costs to provide a video conferencing or web based conferencing so members of the association could receive simultaneous professional development either in a regional setting or on their computer.

### **New Initiatives:**

- In November, the CAVR Board requested that conference planning resources be collected and organized electronically for future conference planning committees. An electronic resource (CD) to provide CAVR conference planners with guidelines, helpful processes, sample forms, letters and templates was developed. The adaptations and improvements from each conference committees will be added each year.
- In April, Keith Seel contacted the Professional Development Chair to explore the possibility of AVA, CAVR and potentially international volunteer management associations working collaboratively to harmonize common documents such as the Code of Ethics, Standards and Certification Content for a universal approach. The board will consider his proposal at the board meetings in June. This initiative would likely fall under the Standards Chair.

**Respectfully submitted  
Colleen Watts, CAVR**

## **PROFESSIONAL STANDARDS COMMITTEE REPORT**

**Committee Chair:** Kathy Harrison, CAVR, Chair (Manitoba)

**Committee Members:**

Donna Carter (Alberta), Michael Large (Ontario), Eltie Pearce (Manitoba)

**Objectives that were established for the Year**

- Create awareness of Standards and Ethics amongst CAVR members
- Distribute workshop materials on these 2 topics to CAVR members who plan workshops in their own provinces.
- Liaise with Volunteer Canada to look at the Code for Volunteer Involvement to see how it fits with the CAVR Standards of Practice.
- Provide educational workshops at 2005 Conference
- Continue review Dimensions of Ethical Conduct
- Review CAVR's policy of maintaining the Standards as a members-only document

**Results / Outcomes**

- Several workshop packages were sent out to members.
- Discussions with Volunteer Canada were started. An agreement to partnership on a new resource is being developed.
- Participated in the Voluntary Sector HR Council Feasibility Study that is looking at developing a Skills Strategy for the Voluntary/Non-profit sector.
- Workshop on Professional Standards and Dimensions of Ethical Conduct presented at 2005 Conference
- Discussions have started to review the status of the Standards document within CAVR
- Began review of Dimensions of Ethical Conduct by gathering for analysis the Codes of Ethics from a variety of organizations.

**Respectfully submitted  
Kathy Harrison, CAVR**

## **REPORT ON THE CAVR BY-LAWS & REGULATIONS**

The **CAVR Constitution & By-laws** have been reviewed by the CAVR By-laws committee made up of CAVR Past Presidents. Some revisions are recommended to address the enormous growth in membership in the past two years. These proposed revisions were posted on the CAVR Members Only section of the website [www.cavr.org](http://www.cavr.org) - 60 days prior to the AGM (April 26) and are now presented as a resolution to the membership at the AGM on June 25<sup>th</sup>, 2005.

**A motion to adopt these REVISIONS to the By-laws will be presented to the CAVR membership at the 2005 Annual General Meeting in Vancouver, BC on June 25<sup>th</sup>, 2005.**

The **CAVR Regulations** accompany the CAVR Constitution & By-laws as operational guidelines for CAVR and pending acceptance of these proposed By-law resolutions will also require revision.

***Bernard Cyr, CAVR President***

### **CAVR Proposed By-law Resolutions For the Annual General Meeting: June 25, 2005 in Vancouver BC**

**Background:**

Due to the continued growth of Canadian Administrators of Volunteer Resources (CAVR) - the Corporation - the following By-law amendments are being proposed to the membership to address the following concerns.

1. The current growth of the CAVR national membership makes the current By-law (# 48) dealing with the quorum at Member meetings deficient in the delivery of operations and in carrying on the business of the corporation.
2. The location identified with Corporations Canada as the CAVR "head office" (# 6) as registered with Corporations Canada is no longer relevant to the organization and needs to be updated. The Corporations Canada Act states that "The corporation (CAVR) must file a by-law, sanctioned by a 2/3 vote of members, in order to change the place (municipality) where the head office of the corporation is situated (Section 24 of the Act)." Therefore CAVR needs to identify a Head Office in the By-laws (# 6) and a copy of the revised by-law certified under the seal of the corporation must be then filed with the Minister. A cover letter indicating a street address for the Head Office must also be submitted. A bilingual notice of the by-law must be published in the Canada Gazette by the client (CAVR).

***Therefore the CAVR By-law committee proposes the following two By-law amendments for approval by members at the 2005 Annual General Meeting.***

**CAVR By-law currently reads:**

**Head Office**

6. The Head Office of the Association shall be in such location in Canada as determined by the Directors from time to time.

***Proposed Revision:***

- 6. Until changed in accordance with the Act, the Head Office of the Association shall be in the city of Vancouver, in the Province of British Columbia.**

**CAVR By-law currently reads:**

48. Quorum at meetings of the Directors shall be a majority of Directors then in office. A quorum for all meetings of the members shall be ten percent (10%) of the voting members of the Association.

***Proposed Revision:***

- 48. Quorum at meetings of the Directors shall be a majority of Directors then in office. A quorum for all meetings of the members (unless a greater number of members and/or proxies are required to be present by the Act or by the Letters Patent) shall be twenty (20) members present in person.**

## **NOMINATIONS COMMITTEE REPORT**

The CAVR board continues to provide leadership for the national association as directed and guided by the approved Constitution and By-laws. These By-laws allow CAVR to create various committees from time to time that address the needs of the profession and the CAVR membership.

These Bylaws, specifically Articles 23, 24 & 36 states that the CAVR Board will reflect the following officers:

President

Immediate Past President

First Vice President

Second Vice President

Treasurer and Secretary whom are appointed by the Directors

And Members at Large – appointed to chair specific national/regional CAVR Committees.

The Nomination form as well as all other Pre-Annual General Meeting information was posted on the web site as prescribed and notice given to all CAVR members. As you can see there is one vacancy – that of the CAVR Immediate Past President. Mary MacKillop has addressed this in her report, previous. Members at Large (Directors) will take on specific committee assignments as best suits their skills, ability and interests.

Sincere appreciation is extended to those CAVR members who have agreed to play such an important role in providing their leadership as a member of the CAVR Board. We must also acknowledge the contributions of past members and thank them for their leadership and commitment during their term of office.

**Respectfully submitted**  
**CAVR Nominations Committee**

The Nominations Committee would like to present the following Slate of Board members for election.

## OFFICERS 2005-2006

|                                 |   |
|---------------------------------|---|
| <b>Président</b>                | <b>Bernard Cyr, CAVR</b><br><b>Chef du service des ressources bénévoles</b><br>CSSS du Nord de l'Île et St-Laurent<br>Montréal, Québec          |
| <b>Immediate Past President</b> | <b>Position Vacant</b>  |
| <b>First Vice President</b>     | <b>Connie Cook, CAVR</b><br><b>Manager of Volunteers</b><br>Glenbow Museum<br>Calgary, Alberta  |
| <b>Second Vice President</b>    | <b>Karen Howe</b><br><b>Manager Volunteer Services</b><br>Vancouver Aquarium<br>Vancouver, British Columbia                                     |
| <b>Appointed Officers:</b>      |   |
| <b>Treasurer</b>                | <b>Karen Kennedy</b><br><b>Coordinator, Volunteer Services</b><br>Richardson Hospital Centre<br>Montreal, Quebec                                |
| <b>Secretary</b>                | <b>Patricia Gillis, CAVR</b><br><b>Director, Volunteer Resources</b><br>Children's & Women's Health Centre of BC<br>Vancouver, British Columbia |

## **DIRECTORS 2005-2006**

**Kathy Harrison, CAVR  
Coordinator, Volunteer Services  
CancerCare Manitoba  
Winnipeg Manitoba**

**Cindy Fairs, Manager, Volunteer Resources  
Central Okanagan Hospice Association  
Kelowna, British Columbia**

**Joan Crittenden, CAVR  
Manager, Volunteer Services  
St. Joseph's Healthcare Centre  
Hamilton, Ontario**

**Nancy Hollett  
Special Events Coordinator  
Spirit of Newfoundland Productions  
St. John's, Newfoundland**

## **CAVR COMMITTEE CHAIRS FOR 2005-2006**

|                                 |                              |
|---------------------------------|------------------------------|
| <b>Professional Standards</b>   | <b>Kathy Harrison, CAVR</b>  |
| <b>Certification</b>            | <b>Cindy Fairs, CAVR</b>     |
| <b>Membership Committee</b>     | <b>Joan Crittenden, CAVR</b> |
| <b>Communications Committee</b> | <b>Vacant</b>                |
| <b>Professional Development</b> | <b>Vacant</b>                |
| <b>Advocacy</b>                 | <b>Vacant</b>                |