

CANADIAN ADMINISTRATORS OF VOLUNTEER RESOURCES



ADMINISTRATEURS CANADIENS DES RESSOURCES BÉNÉVOLES

2007-08

27th ANNUAL REPORT

27^e RAPPORT ANNUEL

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CAVR BOARD MEMBERS 2007-08

Executive Officers:

President	Kathy Harrison, CAVR Coordinator, Volunteer Services CancerCare Manitoba Winnipeg, Manitoba
Past President	Bernard Cyr, CAVR Chef du service des ressources bénévoles CSSS de Bordeaux-Cartierville - Saint-Laurent Montréal, Québec
First Vice President	Karen Howe, CAVR Manager Volunteer Resources Vancouver Aquarium Vancouver, British Columbia
Second Vice President	Connie Cook, CAVR Manager of Volunteers TELUS World of Science & Creative Kids Museum Calgary, Alberta
Treasurer - Appointed	Karen Kennedy Co-ordinator of Volunteer Services Richardson Hospital Centre Montréal, Québec
	Karen Cyr, CAVR Coordinator, Community Disaster Management Winnipeg Regional Health Authority Winnipeg, Manitoba
Secretary -Appointed	Patricia Gillis, CAVR Director, Volunteer Resources Children's & Women's Health Centre of BC Vancouver, British Columbia

CAVR COMMITTEE DIRECTORS 2007-08**Professional Standards /
Normes professionnelles****Donna Carter
Director of Volunteer Resources
David Thompson Health Region
Red Deer, Alberta****Professional development /
Perfectionnement professionnel****Sonya Jahn, CAVR
Director of Volunteer Services
Prince Albert Parkland Health Region
Prince Albert, Saskatchewan****Certification / Accréditation****Debbie Kennedy, CAVR
Manager, Volunteers & Pastoral Care
Maple Ridge & Pitt Meadows Health Services
Maple Ridge, BC****Membership / Adhésion****Lisa Pike &
Karen Howe, CAVR****Advocacy / Action sociale****Alison Stevens
Coordinator, Training and Consultation
Volunteer Bureau of Montreal
Montreal, Quebec****Communications / Communications****Anna Power
Community Resources
Canadian Red Cross
St. John's Newfoundland**

CANADIAN ADMINISTRATORS OF VOLUNTEER RESOURCES



ANNUAL GENERAL MEETING

AGENDA

Tuesday, May 6th , 2008

Hamilton, Ontario

Call to Order

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 11th , 2007.

Annual Reports

President's Report

Kathy Harrison, CAVR

Treasurer's Report

Karen Cyr , Treasurer

Auditor's Report

Appointment of Auditors

Proposed Budget 2008-09

First Vice President's Report

Karen Howe, CAVR

Second Vice President's Report

Connie Cook, CAVR

Membership Report

Lisa Pike , CAVR

CAVR Committee Reports

Board Members

BUSINESS ARISING

Website

NEW BUSINESS

Nominating Committee Report

Election & Appointment of Officers 2008-09

Question Period and Comments

2009 Conference & Annual General Meeting

Announcements

Adjournment



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

www.cavr.org / www.cavrcanada.org

ANNUAL REPORT OF THE PRESIDENT

Each time I chair a meeting of the CAVR Board of Directors, I am amazed at the depth of knowledge and experience that it represents. Board members from across Canada pool their strengths and talents to create vision, establish priorities and keep the profession moving forward. It is their dedication and hard work that has allowed me to complete my term as President with a feeling of accomplishment and pride.

The Membership Survey undertaken in 2007 formed the basis for the strategic direction of the past year. Members spoke, we listened, then we developed action plans to address issues. Maintaining consistent communication with a membership that spans the country was identified as an ongoing issue. A concerted effort has been made to ensure that membership receives information through regular *Communiqués* and *Exchange* newsletters.

The most ambitious undertaking of the past year has been the redevelopment of the CAVR website. The entire board has worked to update content and provide input, with the result being a bright new website that we think is fantastic! The goal was to develop a site that was easy to navigate, had a professional look and would be easy to keep current. We think we have achieved that with www.cavrcanada.org. My thanks to the committee members Karen Howe, Debbie Kennedy and Alison Stevens, who have spent countless hours on this project.

On the national scene, I have represented CAVR on a Steering Committee for the HR Council for the Voluntary / Non-Profit Sector, as well as the Network of National Volunteer Involving Organizations. Both of these positions have provided me with the opportunity to broaden my scope of understanding of the voluntary sector, as well as to inform others about our national association. The other venue for communicating with the wider community is through Volunteer Canada. Maintaining a positive relationship and supporting the efforts of Volunteer Canada continues to be a focus as we all work toward a stronger voluntary sector for Canada.

**Respectfully submitted,
Kathy Harrison, CAVR**

ANNUAL REPORT OF THE PAST PRESIDENT

One of my duties was caring for logistics for a mid-year Board meeting that was held in Montreal in late November.

Another task was making sure that important CAVR communications were available all year long in French. This included CAVR communiqués, different issues of Exchange and certain list serves.

In the fall, the acting treasurer resigned for health reasons and replacing her was urgent. A new Board member had to be found prior to the Montreal Board meeting. Thanks to Karen Denise Cyr for accepting this position. Our gratitude also goes to Karen Kennedy for resuming these responsibilities during the interim vacancy and for a smooth hand –over to Karen Cyr.

One of my duties as Past President was ensuring continuity and strong leadership on the CAVR Board of Directors for 2008-2009. The results can be found in the Nominations Committee Report.

It was a real pleasure collaborating with the members of the Board during this past year. I know that the new Board is proud to represent the entire Canadian membership and their commitment is to be praised.

I will be retiring in October 2008, but will continue to help our national organization in any way I can. After 10 wonderful years on the Board, I can only encourage other CAVR members to actively get involved... it was rewarding!

**Respectfully submitted
Bernard Cyr, CAVR
Immediate Past President**

ANNUAL REPORT OF THE FIRST VICE PRESIDENT

Web Committee: Alison Stevens, Debbie Kennedy and Kathy Harrison

There are 2 particular highlights for 2008-the membership survey and working on the design of the new website. We had an excellent response from the survey and we pleased to see how much of the feedback dovetailed into the Boards Strategic plan and Committee work. It has been particularly satisfying to be a part of the Web committee and respond to the clear direction from the membership to update and refresh the site. We are very excited to launch the new site and better serve the needs of members through this valuable tool.

As always it is a pleasure to work with my dedicated colleagues on the Board to contribute to CAVR and its members and mandate.

Respectfully submitted
Karen Howe, CAVR

ANNUAL REPORT OF THE SECOND VICE PRESIDENT

Here is an overview of activities over this past term of office:

- Developed a template for the 2007 Membership survey and along with a team of colleagues, assisted with incoming results.

- Attended the CAVR board meeting in Montreal, had direct input into how CAVR introduces / orients new board members and the types of information required to be successful in their roles.

As changes have been made to the Vice President's role on the board, I have decided that after six years, to leave the board of CAVR to work on my bachelors degree in Human Resources.

I have enjoyed my time on the board and leave with many memories. I will always be available for anyone who may require information regarding our profession and hopefully can work with a committee that may be looking at working closer with Human Resources Canada.

Respectfully submitted
Connie Cook, CAVR

REPORT OF THE SECRETARY

Supporting the individual and Affiliate Members of CAVR is enough to keep any one person quite busy. As the CAVR liaison through the CAVR website I have endeavoured to keep up with the enquiries by responding or referrals on to another board member.

The ongoing monitoring of new and renewing individual members, as well as the management of the annual Affiliation renewals is an ongoing activity. Convincing the members to take responsibility for keeping their own contact data current and up to date will be a tremendous advantage for CAVR's communications efforts.

As of April 1, 2008, the CAVR membership stands at 957 members.

Through the CAVR website – Communiqués, Exchange/ Échanges and many one to one enquiries, CAVR has endeavoured to keep members up to date. The internet has provided an economical vehicle for communications - allowing the distance between provinces, regions and members to evaporate. CAVR has taken full advantage of technology as it further develops, depending not on the paid time of an administrator, but the dedication, expertise and knowledge of it's board and members.

I have enjoyed my extended tenure with CAVR through this supportive role. It has been very gratifying for me to be involved with this exciting and growing national association and an energetic group of colleagues.

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

COMMITTEE REPORTS
ADVOCACY COMMITTEE REPORT

Committee Members:

Chris Peacock, Barb Gemmell, Charlene Robson, Cheri Garraway-Reuben

Highlights of the Year: The committee worked primarily on editing and improving the advocacy information for the new website. We have tried to make it accessible and useful, both for employers and potential employers and for professionals, and to ensure that links are made between the various documents and to other advocacy resources.

We participated in the teleconference hosted by CAVR after the Winnipeg conference to give members an overview of the CAVR workshops. Participants were able to get the highlights of workshops they had missed and to engage in some conversation about the issues involved. As response was very positive, we will be holding another teleconference after Hamilton this year. For various reasons, the Advocacy tele-workshop was postponed until fall 2008. All these teleconferences are paid for from "left-over" CVI funding received by the committee in 2006-7.

Other activities included participation on the web development committee, articles in each issue of Exchange, and presentation of the CAVR Employment Package at local professional associations and at the CAVR conference.

Next year, we look forward to doing more outreach via provincial and local associations, further improving the Advocacy section on the website, and hosting one or two tele-workshops.

I want to thank my committee members for their collegiality and great ideas, and the entire CAVR board for its support. It's been a pleasure and a privilege to act as Chair of the Advocacy Committee and to be part of such a dynamic and active group.

Respectfully submitted,
Alison Stevens

CERTIFICATION COMMITTEE REPORT

Committee Members:

Janet Canavan, PAVRO Liaison, Ontario
 Sharon Dawe, CAVR, Newfoundland
 Lillian Whitmore, CAVR, British Columbia
 Carolyn Rickey, CAVR, Manitoba

Highlights for the Year:

- Review and update Certification, Re-Certification and Marker packages.
- Review of policies that reflect the changes for certification.
- Marking system of certification paper – to create a ‘judging sheet’ – measurement tool that can be used for marking papers.
- Development of Marker database – designated CAVR members.
- Creation and maintenance of database of all certification data.
- Linked members with Certification papers of 90% or more to the CJVM for inclusion in their journals.
- Ad Hoc member of the Website Redevelopment Committee

I would like to thank each of the committee members who participated on the Certification Committee over the past two years. I know that they will continue to offer their wisdom, experience and knowledge to the new incoming Chair.

Congratulations to the following members on achieving Certification:

Susan deSeguin, CAVR
 Lucy Kristan, CAVR
 Lynda Laird, CAVR
 Thom Southwood, CAVR
 Tammy Stadt, CAVR

Congratulations to the following members on achieving Re-Certification:

Maureen Fatin, CAVR	Ewa Nosek, CAVR
Carole Fuhrer, CAVR	Karen Preston, CAVR
Patricia Gillis, CAVR	Carolyn Rickey, CAVR
Anna Grenier, CAVR	Charlene Robson, CAVR
Debbie Kennedy, CAVR	Lillian Whitmore, CAVR
Judy Lister, CAVR	Mariel Williams, CAVR
Suzie Matenchuk, CAVR	

Thank you for the opportunity to serve the CAVR membership in the capacity of Chair, Certification.

Respectfully submitted
Debbie Kennedy, CAVR

COMMUNICATIONS COMMITTEE REPORT

As a result of CAVR Board planning meetings held in Montreal during November, CAVR Communications activities for the year were streamlined and reviewed.

The following highlights for Communications are a result of these planning sessions:

Four bilingual issues of Exchange / Échanges were created and distributed. Exchange/Échanges is the CAVR E-newsletter, prepared on a quarterly basis, which keeps our members up-to-date on a variety of topics relevant to the profession.

Each issue has a welcome from the CAVR President, and articles which include information on:

1. *Advocacy*
2. *Standards*
3. *Professional Development*

The format and layout of Exchange / Échanges has been modified recently to enhance the appeal for our readers.

Communiqués are distributed on a bi-monthly basis.

Communiqués are additional electronic notices of information on ONE topic which are provided on a monthly basis to members via emails. These provide communication between issues of the E Newsletter – Exchange/ Échanges.

Relevant topics have included: Standards, Certification and the Member's Survey results.

Respectfully submitted
Anna Power

MEMBERSHIP COMMITTEE REPORT

Committee Members:

Suzie Matenchuk, CAVR
Derek DeLouche
Lisa Pettigrew, CAVR
Sharon Haubrich, CAVR
Clare O'Kelly, CAVR

It was a busy year for the Membership Committee as we developed a Members description profile, a terms of reference for the committee and provided input into the new website.

Our Committee members have acted as liaisons with their Affiliate groups throughout the country and forwarded information about CAVR and the Annual Conferences throughout the year.

Over the next year the Membership Committee will be working on new initiatives for CAVR Members and look forward to working with the new CAVR Membership Chair.

Many thanks to all members for their hard work during the past year.

Respectfully submitted
Lisa Pike

PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

Committee Members: Susan de Seguin and Joan Ryan

Highlights of the Year:

- Promoted professional development opportunities and shared Professional Development resources through CAVR communications in the quarterly EXCHANGE.
- Promoted the use of the Robitaille funds to support CAVR professional development activities in each province through the regional membership representatives.
- Professional Development Chair has liaised with the Chair of the 2008 Conference held in Hamilton, Ontario – May 6th to May 8th, 2008.
- As a CAVR board member, have encouraged membership and promoted the benefits of a national professional association.
- Ensured the 4 mandatory workshops on Standards of Practice, Ethics, Advocacy and Certification for the Profession were included in the 2008 PAVR-O/CAVR Conference in Hamilton, Ontario conference program.
- Updated the website list of Canada wide college and university programs offering training and continuing education in Volunteer Resource Management.
- Host for the 2009 CAVR Conference has been established and will be held in Edmonton, Alberta – Conference plans and preliminary discussions are underway for this conference.

**Respectfully submitted
Sonya Jahn, CAVR**

PROFESSIONAL STANDARDS COMMITTEE REPORT

This year has been dedicated to ongoing work and gathering of information to develop a professional competency tool that will be a resource to support volunteer managers in their education and skills development. There is a great deal of work being done in this area by many voluntary organizations and a continued collaboration during the next year will be a priority.

Articles have been regularly published in The Exchange to increase the awareness and encourage input from members on the development of this new tool.

A link to the Canadian Code for Volunteer Involvement, Organizational Standards and the Audit Tool has been included from the Professional Standards web page.

Standards of Practice and Code of Ethics Workshops will be presented at the 2008 conference.

**Respectfully submitted
Donna Carter**

NOMINATIONS COMMITTEE REPORT

Committee Chair : Bernard Cyr, Immediate Past President

Committee members : Sharon Dawe (NL), Sharon Haubrich (SK) and Clare O'Kelly (BC).

At the beginning of 2008, the needs for the upcoming 2008-2009 Board were identified. Our goal was to maintain a broad with regional and sector representation from the CAVR members across Canada. I would like to express my gratitude to the members of the Nominations Committee for their capable assistance.

The Nomination form and Pre-AGM information was circulated to CAVR members as prescribed by the CAVR Bylaws.

I am pleased to report that all CAVR Board positions have been filled. I would like to congratulate all the CAVR members who have agreed to provide their leadership to the Board of CAVR in the upcoming year.

**Respectfully submitted,
Bernard Cyr, CAVR
Chair, Nominations Committee**

ELECTION OF OFFICERS

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

OFFICERS 2008- 2009

President / Présidente

**Karen Howe, CAVR
Manager of Volunteer Services
Vancouver Aquarium Marine Science Centre
Vancouver, British Columbia**

Past President / Président sortant

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

**First Vice President /
Première vice-présidente**

**Alison Stevens
Coordinator, Training and Consultation
Volunteer Bureau of Montreal
Montréal, Québec**

**Second Vice President /
Deuxième vice-présidente**

**Debbie Kennedy, CAVR
Manager, Volunteers & Pastoral Care
Maple Ridge & Pitt Meadows Health Services
Maple Ridge, British Columbia**

Appointed Officers:

Treasurer / Trésorière

**Karen Cyr, CAVR
Coordinator, Community Disaster Management
Winnipeg Regional Health Authority
Winnipeg, Manitoba**

Secretary / Secrétaire

**Patricia Gillis, MA CAVR
Director, Volunteer Resources
Children's & Women's Health Centre of BC
Vancouver, British Columbia**

CAVR COMMITTEE CHAIRS FOR 2008- 2009

Professional Standards / Normes professionnelles	Carol-Ann Baker-Fox Manager of Volunteer Services Woodgreen Community Services Toronto, Ontario
Professional development / Perfectionnement professionnel	Sonya Jahn, CAVR Director of Volunteer Services Prince Albert Parkland Health Region Prince Albert, Saskatchewan
Certification / Accréditation	Jackie Edwards, CAVR Manager of Volunteer Services Parkridge Centre Saskatoon, Saskatchewan
Communications / Communications	Anna Power Community Resources Canadian Red Cross St. John's, Newfoundland
Membership / Adhésion	Derrick Rumboldt-deLouche Chapter Director Children's Wish Foundation St. John's, Newfoundland
Advocacy / Action sociale	Cheri Garraway-Reuben Coordinator of Volunteer & Student Services Region of Peel – Children's Services Brampton, Ontario