



Volunteer Management
PROFESSIONALS OF CANADA
PROFESSIONNELS EN
gestion de bénévoles
DU CANADA

2013-2014

33rd ANNUAL REPORT

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**CAVR / VMPC BOARD OF DIRECTORS
2013-2014**

Officers:

President

Hélène Bourgaize
Director, Volunteer Development &
Human Resources
Canadian Hemophilia Society
Montreal, Quebec

Past President

Suzie Matenchuk, CAVR
Manager, Volunteer Services
Winnipeg Regional Health Authority
Winnipeg, Manitoba

Vice President

Charles Allain
Coordinator, Volunteer Services
Vitalité Health Network
Dr. Georges-L.-Dumont University Hospital Centre
Moncton, New Brunswick

Treasurer

Bobby Hrehoruk
Volunteer Coordinator, Fund Development
Aids Committee of Toronto (ACT)
Toronto, ON

Secretary

Linda Foster, CVA
Manager, Volunteer Engagement
Saskatchewan Heart & Stroke Foundation
Saskatoon, Saskatchewan

Directors:

Advocacy

Kathy Magee
Volunteer Specialist
City of Ottawa Parks, Recreation and Culture Branch
Ottawa, Ontario

Certification

Deborah Young, CVA
Coordinator, Volunteer Resources
Region of Waterloo
Kitchener, Ontario

Communications

Yvonne lePair
Director, Volunteer Engagement
Northwoodcare Incorporated
Halifax, Nova Scotia

Information Technology

Daria Skibington-Roffel, CVA
 Coordinator, Volunteer Services
 Bethany Calgary (Bethany Care Society)
 Calgary, Alberta

Membership

Leona Conrick
 Volunteer Services Manager
 Greenwood Military Family Resource Centre
 Greenwood, Nova Scotia

Professional Development

Charlene Dishaw, CVA
 Manager, Volunteer Resources
 Fraser Health - Delta Hospital
 Galiano Island, British Columbia

Professional Standards

Milena Santoro
 MS Production Inc.
 Edmonton, Alberta

Member at Large

Heather Fleming
 Consultant
 Thrive! Resilient Community Solutions
 North Vancouver, British Columbia



ANNUAL REPORT OF THE PRESIDENT

This year the Board continued to address the objectives outlined in the strategic plan focusing primarily on the priority of developing and implementing a comprehensive communication strategy. In order to address this, the Board re-branded the association with a new name and logo. The launch of the new identity for the association took place in Niagara Falls in conjunction with the PAVRO 2014 LIVE Conference.

2013-14 was the second year of the new certification process under the Council of Certification for Volunteer Administration (CCVA). We are pleased with the results of this new partnership. The number of VMPC candidates who have registered last year and this year speaks to the success of this new collaboration.

As you will read in this report, again this year a great deal of activities took place. I finish my term as President, and can honestly say that it has been one of the most rewarding and fulfilling yet challenging roles within my career. I have learned so much as a result of my involvement with VMPC. I sincerely thank each and every Board member for their contribution and dedication to VMPC. Their expertise and leadership have been invaluable to the association and especially to me, as President!

As the incoming Board moves forward and continues the great work of many, many other great leaders in our profession, they will be looking to you, as members for your support, feedback and guidance. As we've said before, it is *your* association!

Respectfully submitted,



Hélène Bourgaize

ANNUAL REPORT OF THE PAST PRESIDENT

My role as Past President is to be a resource to the Board, providing historical perspective and documentation as required. I'm also responsible to Chair the Nominations Committee and assist with the updating the Constitution & By-Laws and Policies and Procedures.

As part of the strategic plan I assisted the Board with:

- The work that was required in the last phase of our new brand, in particular the name change.
- The recommendation to combine the Advocacy Chair and Professional Standards Chair into one Board role titled Advocacy and Standards Chair as the two roles overlapped. This Board change was unanimously approved by the Board of Directors in March 2014. The Nominations Committee was successful in putting forth a full slate for the 2014 – 2015 term on the Board.
- The update of the Constitution and Bylaws which were updated and approved in June 2013 to reflect our incorporation under the new Canada Not for Profit Corporations Act.
- The review of the Association's policies and procedures to reflect the new identify and of the association.

It has been a pleasure to serve on the Board of Directors for the past 5 years. I've met so many members during my tenure who are all passionate about the work we do. As a collective we will be able to strengthen and move the profession forward. The Association has made great strides and I'm looking forward to what lies ahead for the Volunteer Management Professionals of Canada!

**Respectfully submitted,
Suzie Matenchuk**

ANNUAL REPORT OF THE VICE PRESIDENT

The Vice-President is assigned various leadership roles within the association, during the past year this mostly consisted in assisting the President in fulfilling the mission of the organization and through the process of the Name change. During a few occasions I did act in the President's place during her absence.

Part of my role this year also consisted of assisting and mentoring the new Membership Chair, in order to ensure a seamless transition, after having led the membership portfolio for several years.

I also chaired a Promotional Material & Marketing Ad-hoc committee, in order to ensure that promotional materials would be available for the branding launch and to propose new and innovative means of marketing our association's new brand. With the wonderful collaboration and input of the other two committee members, Yvonne lePair, Chair of Communications and Kathy Magee, Chair of Advocacy, together we were able to present the board of directors many interesting and fresh ideas.

Finally, I wish to express our most heartfelt gratitude to Joe Donnelly from Ottawa. As our graphic design volunteer, his professional services allowed our association to develop many resources that without him would simply not have been possible. Thank You!

**Respectfully submitted,
Charles Allain**

TREASURER'S REPORT

VMPC financial books for 2013-14 year were reviewed by Sam Marinucci, Certified General Accountant of Toronto, Ontario. A complete copy of the review is posted separately on the website.

**Respectively submitted,
Bobby Hrehoruk**

VMPC COMMITTEE REPORTS

ADVOCACY REPORT

As part of our strategic plan, the following tasks to meet our objectives were accomplished in 2013-14:

- Posted 7 job postings (BC, Alberta, Ontario, Nova Scotia)
- Wrote articles about NOS for Exchange, VMPC Newsletter
- Worked on Marketing Committee for Re-Brand items for 2014 AGM (multiple conference calls)
- On behalf of the PD Chair, attended monthly phone conference call for PAVRO/VMPC National Conference
- Liaised with VMPC Board and PAVRO Conference Committee for conference items
- Creating and delivering at 2014 National Conference, a 90 minute workshop on “Building Your Career”,
- Mailed out, per request, copies of NOS.
- Represented VMPC at meetings hosted by Volunteer Canada
- Created messaging for International Volunteer Manager Day for the membership from the Board
- Became a Peer Reviewer for Imagine Canada, representing VMPC in the area of Volunteer Management

**Respectfully submitted,
Kathy Magee**

MEMBERSHIP REPORT

The strategic priority for membership services in 2011-2014 strategic plan was accomplished by 2013. All affiliate groups have now a membership representative who reports to members and coordinates payments.

I have spent this first year of my term learning the role and collaborating with other board members. I have developed working relationships with the membership representatives of the affiliate organizations and maintained up to date membership records. I discussed the benefit of membership at local and provincial networking volunteer management groups and anticipate the formation of a NS affiliate in the near future. The membership policy was updated and a membership termination policy was created. Unfortunately the Managers of Volunteer Resources (MRV) Association of Southern Alberta affiliate group folded this year. Members of this group were offered the option to renew their membership at the affiliate rate, only one member accepted this offer. I look forward to continue learning from others. My service on this board has encouraged me to pursue certification and has allowed me to learn and grow.

**Respectfully submitted,
Leona Conrick**

CERTIFICATION REPORT

As part of our strategic plan, the following tasks to meet our objectives were accomplished in 2013-14:

- Implemented a Memo of Understanding with the Council for Certification in Volunteer Administration.
- Developed promotional materials on the new certification program.
- Liaised with the Council for Certification in Volunteer Administration Board to discuss the role of CAVR in the certification partnership and further opportunities.
- Liaised with the Council for Certification in Volunteer Administration on the new International professional standards.
- Enrolled 48 Canadian candidates in the new certification program for the 2013 cycle, still in progress.
- Enrolled 45 Canadian candidates for the 2014 cycle.
- Promoted and participated in provincial affiliates meeting to promote certification.
- Responded to more than 75 certification enquiries.
- Developed a simple certification tracking database.
- Recruited an online training specialist to develop a series of online supports for 2014 candidates.

**Respectfully submitted,
Deborah Young, CVA**

INFORMATION & TECHNOLOGY REPORT

As part of our strategic plan, the following tasks to meet our objectives were accomplished in 2013-14:

- Brought the website up to date.
- Ensured that the French content matched the English Content.
- Worked with Exware Solutions Inc. (our web development firm) to assure that our website was updated according to our new brand.
- Purchased a new domain and assured that the new re-branded website was up to date for the launch which took place in June 2014 in conjunction with the PAVRO LIVE 2014 Conference.

Due to the re-branding of our association, the social media portfolio was put on hold but will become a priority over the next year.

**Respectfully submitted,
Daria Skibington-Roffel, CVA**

COMMUNICATIONS REPORT

As part of our strategic plan, the following tasks to meet our objectives were accomplished in 2013-14:

- Managed the communication process in accordance with the approved terms of reference & communication guidelines.
- Published a quarterly bilingual electronic Newsletter.
- Coordinated the production of 17 e-communiqués.
- Coordinated and produced 2 Exchange newsletters.
- Participated in the re-design of the new logo and identity of the association.
- Participated in the Marketing sub-committee regarding the development of promotional products to reflect the new brand of the association.

**Respectfully submitted,
Yvonne le Pair**

PROFESSIONAL DEVELOPMENT REPORT

The 2013 Manitoba Administrators of Volunteer Association conference was a tremendous success and a wonderful conference experience. A special thank you goes to this year's conference committee for allowing us to partner with PAVRO to bring Volunteer Management Professionals from across Canada to Niagara Fall. The VMPC website was updated with many great opportunities for education as well as sources for webinars from around North America. Although we had no takers this year on the Robitaille Fund, I would like to remind readers that \$200 is available to members for workshops that include VMPC content. Please take advantage of this offer while organizing your local sessions.

I would like to conclude by announcing that the 2015 VMPC-AGM will take place next June in Edmonton, Alberta.

**Respectfully submitted,
Charlene Dishaw, CVA**

MEMBER AT LARGE REPORT

As part of our strategic plan, the following tasks to meet our objectives were accomplished in 2013-14:

- Worked with the Treasurer and the Information & Technology Chair to set up the DONATE button on our website which raised some money for VMPC.
- Sent out a request for donations to our key partners during International Volunteer Managers Day.
- Participated in Imagine Canada's Peer Review Panel and built relationship with Imagine Canada.
- Sent 4 support packages to key sponsors of TD Bank, West Jet, Tim Horton and Investors Group in efforts of obtaining funding for our 2014 VMPC/PAVRO Conference.
- Initiated some research around the logistics of video conferencing. This new way of offering conferences could be a potential revenue stream for VMPC.

**Respectively Submitted,
Heather Fleming, CVA**