

# CANADIAN ADMINISTRATORS OF VOLUNTEER RESOURCES



## ADMINISTRATEURS CANADIENS DES RESSOURCES BÉNÉVOLES

### 22<sup>nd</sup> ANNUAL REPORT RAPPORT ANNUEL

2002-2003

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## CAVR BOARD MEMBERS 2002-2003

### Executive Officers:

<b>President</b>	<b>Mary MacKillop, CAVR</b> Leader Volunteer Resources Providence Health Care Vancouver, BC
<b>Past President</b>	<b>Mireille Roy, CAVR</b> Director, Volunteer Services SCOHS – Saint Vincent Pavilion Ottawa, ON
<b>First Vice President</b>	<b>Judy Lister, CAVR</b> Volunteer Resources Officer Manitoba Museum of Man and Nature Winnipeg, MB
<b>Second Vice President</b>	<b>Elizabeth Cormier</b> Department Head, Volunteer Services Saint John Regional Hospital Saint John, New Brunswick <i>Resigned January 2003</i>
<b>Third Vice President</b>	<b>Colleen Watts, CAVR</b> Manager, Volunteer Resources Health Sciences Centre Winnipeg, Manitoba
<b>Treasurer</b>	<b>Bernard Cyr, CAVR</b> Chef du service des ressources bénévoles CHSLD CLSC Nord de l'île Montréal, Québec
<b>Secretary -Appointed</b>	<b>Patricia Gillis, CAVR</b> Director, Volunteer Resources Children's & Women's Health Centre of BC Vancouver, BC

## **CAVR PROVINCIAL REPRESENTATIVES 2002-2003**

<b>Newfoundland</b>	<p><b>Lisa Pike</b>  <b>Executive Director</b>          Community Health Promotions Network Atlantic          Paradise, Newfoundland</p>
<b>Nova Scotia</b>	<p><b>Kendra Morton</b>  <b>Volunteer Programs Coordinator</b>          Halifax Regional Police          Dartmouth, Nova Scotia</p>
<b>New Brunswick</b>	<p><b>Jennifer Young</b>  <b>Manager, Volunteer Services</b>          South East Health Care Corporation          Moncton, New Brunswick</p>
<b>Quebec</b>	<p><b>Bernard Cyr, CAVR</b>  <b>Chef du service des bénévoles</b>          Hôpital Saint-Joseph de la Providence          Montreal, Quebec</p>
<b>Ontario</b>	<p><b>Mary Lou Tinmouth</b>  <b>Director, Volunteer Services</b>          St. Joseph's Hospital          Hamilton, Ontario</p>
<b>Manitoba</b>	<p><b>Colleen Watts, CAVR</b>  <b>Manager, Volunteer Resources</b>          Health Sciences Centre          Winnipeg, Manitoba</p>
<b>Saskatchewan</b>	<p><b>Sharon Haubrich</b>  <b>Director of Community Services</b>          Prairie West Health District          Kindersley, Saskatchewan</p>
<b>Alberta</b>	<p><b>Connie Cook</b>  <b>Manager of Volunteers</b>          Glenbow Museum          Calgary, Alberta</p>
<b>British Columbia</b>	<p><b>Pam Gill</b>  <b>Director, Community Development</b>          BC Epilepsy Society          Vancouver, British Columbia</p>

# CANADIAN ADMINISTRATORS OF VOLUNTEER RESOURCES

## ANNUAL GENERAL MEETING

### AGENDA

**Thursday, June 12<sup>th</sup>, 2003**  
**The Edmonton Delta Suites Hotel**  
**Edmonton, Alberta**

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 14<sup>th</sup>, 2002.**

#### Annual Reports

President's Report	Mary MacKillop, CAVR
Treasurer's Report	Bernard Cyr, CAVR,
Auditor's Report	Bernard Cyr, CAVR
Appointment of Auditors	Bernard Cyr, CAVR

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Constitution & By-Laws	Mary MacKillop, CAVR
First Vice President's Report	Judy Lister, CAVR
Second Vice President's Report	Vacant
Third Vice President's Report	Colleen Watts, CAVR
* Provincial Reports	
Membership Report	Pat Gillis, CAVR

## **BUSINESS ARISING**

**CAVR Constitution and By-Laws: Resolution on additional Revisions and  
CAVR Regulations**

## **NEW BUSINESS**

**Proposed Budget 2003-2004**

**Nominating Committee Report**

**Election of Officers 2003-2004**

**Appointment of CAVR Treasurer  
Appointment of CAVR Secretary**

**Announcement of the  
2004 Conference & Annual General Meeting**

**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 Established and Outcomes for the Year 2002-03

- Affiliation Agreements explored with a minimum of two professional associations.
  - This objective has been met with British Columbia (AVR-BC), and (VMG) Alberta. Anticipate 3 additional professional associations with (PAVRO) Ontario, (MAVA) Manitoba and (NSAVR) Nova Scotia by June 2004.
- Established cost effective Board Meeting opportunities through teleconferencing.
- Emphasised recruitment of members to CAVR as an ongoing priority. CAVR Membership currently stands at 305.
- Attended and represented CAVR Board at the Volunteer Leadership Development Institute, sponsored by Volunteer Canada, held in Cornwall, Ontario.
  - As invited, I provided open and closing plenary participation as a panel member.
- On behalf of CAVR, lobbied and secured seats for two National forums of the Canadian Volunteer Initiative (CVI), thus enabling CAVR representation on the roll out of the initiative. These were the CVI Selection Committee regarding Provincial Host Groups (Colleen Watts) and the CVI National Council (Bernard Cyr)

It has been my pleasure to serve CAVR membership as President for the last year. I have been honoured to work with this exceptional Board of Directors and would like to express a special thank you for the tireless efforts of our appointed Secretary; Pat Gillis and Treasurer; Bernard Cyr, who have established some clarity and stability around our membership data and processes this past year. My appreciation to Colleen Watts, Mireille Roy and Bernard Cyr for their help in defining partnerships with Volunteer Canada and the Canadian Volunteer Initiative. CAVR has endeavoured to partner with the Canadian Journal for Volunteer Resource Management through First VP Judy Lister. CAVR has been actively exploring and establishing draft Affiliation Agreements with a number of provincial/regional groups thanks to the assistance of Lenore Good, Connie Cook and Pat Gillis.

Ensuring that the CAVR Strategic Plan remains at the forefront has been contributed to the additional aspects of the Boards' work this past year. Of note I would like to mention the work of Judy Lister and her Certification Committee, the support of Mary Lou Tinmouth and her CAVR colleagues who facilitated portions of the National Forum of Volunteerism held in April 2003 in Toronto. These events have kept this Board challenged and productive.

A special word of gratitude needs to be extended to Eric Lister who has continued to provide legal support at no cost to CAVR regarding the Constitution and by-laws.

I have been very proud to watch membership swell, to see Affiliate Agreements become a reality and to watch geographic boundaries melt as professionals in this field continue to unite.

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

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

After sitting on the CAVR Board for the past 10 years, I truly felt I needed a break. However, I soon realized that there was much more still to be done. The membership approved new By-laws and thereby a new Board structure which posed a challenge for the Nominations process this year. There is still much to be done to fully implement these changes at the committee level and to evaluate their roles and responsibilities.

The CAVR policies and procedures have been an item of discussion for many years. A revised manual will be presented to the Board at the Board meeting for their approval. It will then be made available to all Committees as they begin to formulate their new tasks. This useful tool will further support the CAVR Constitution, By-laws and Regulations.

As will be reported at the Annual General Meeting, the review of the CAVR Regulations will reflect these new By-law changes to reflect the changes to the Board structure.

I continue to represent CAVR on the Advisory Committee of the national organization, Canadian Council on Health Services Association (CCHSA).

I was invited as a guest speaker at the Scotland Association of Volunteer Management Annual General meeting in September 2002. I promoted CAVR, our Certification process and participated in group discussions based on the theme Volunteers Managers - Agents of Change. Members of SAVM voiced their interest in pursuing Certification with CAVR, in order to establish their own Certification process in Scotland. Subsequently Violet Dalton, SAVM and I were also invited to attend a meeting of Managers of Volunteer Resources in London England. Once again I promoted CAVR, Certification and the CAVR Standards of Practice and Ethical Code of Conduct. It was certainly a wonderful opportunity to network with individuals who have been designated by their government to establish an Association for Managers of Volunteer Resources. Both groups were encouraged to visit our web site and network with members from Canada.

### **Recommendations**

#### **For next term here are a few items still left to complete:**

- Establish guidelines and Terms of Reference for the new CAVR committees
- Establish a collaborative working relationship with the elected Executive officers to design the framework by which these committees will report to membership.
- Continue to edit the policy and procedure manual, and have the document translated.

**Respectfully submitted**  
**Mireille Roy, CAVR**



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

### **Certification Committee Sub-Committees:**

- Research Sub-Committee: Anthea Hoare, Judy Lister
- Marking Sub-Committee: Bernard Cyr, Mireille Roy, Charlene Robson, Darlene Kingwell, Lenore Good, Carolyn Rickey

### **Certification Committee Objectives Established for the Year**

#### **Objective 1: To offer ongoing certification to members**

1. Review the recommendations as presented by the Certification Committee to address changes/revisions in the:
  - Marking process
  - Forms being used
  - Varied levels of certification and recertification
  - Initiate proactive promotion of certification nationally
2. Develop further & varied workshops promoting certification using the Certification workshop model developed by Manitoba representative.
3. Develop new committees to tackle each item of recommendations.
4. Develop consistent tracking of who is certified, requires recertification and who is NOT certified.
5. Approach key resource personalities to undergo Certification.

#### **Outcome:**

- Established new criteria for the markers of certification papers who have recently been certified and lend credibility to the process.
- Solicited and received suggestions for revising the marking forms.
- Information provided for CAVR website on the certification and recertification processes. Two recent recertification papers have been posted on the website to de-mystify the process.
- 19 CAVR members were contacted regarding their recertification this year. 12 members are successfully recertifying this year.
- Communicated by email with many individuals regarding certification this year. Certification numbers were provided to 11 candidates, however only one member has successfully completed the process for certification this year.
- The Certification Preparation workshop was shared with the CAVR Board by Colleen Watts in October 2002.
- The Board members from Manitoba held a Certification Preparation workshop on November 25, 2002.

#### **Objective 2: To develop and provide professional resource materials along with sponsorship of the Canadian Journal of Volunteer Resource Management (CJVRM) and to initiate some influence on production**

- To review the present agreement with CJVRM regarding CAVR sponsorship including the current fee structure, as well as promotion of CAVR logo and membership.
- Negotiate a designated issue to publish/promote CAVR Certification and Certification papers.

**Outcome:**

- Discussions were held with the Editorial Team of CJVRM to identify problem areas and to begin renegotiations for a new agreement. As of May 2003, CJVRM is unsure whether to continue as an e-journal or in another form. This decision is crucial to further future negotiations.

**Objective 3: Develop an ongoing dialogue between CAVR and AVA****Outcome:**

- Committee member, Anthea Hoare conducted a comparison of the CAVR certification process with that of AVA and PAVR-O. She found all three processes are comparable.

**Recommendations for Next Year**

- Make the recommended changes to the forms and marking process.
- Contact members with candidate numbers to pursue submission of their certification packages.
- Proactively promote certification and recertification among Board members.
- Continue to notify members who are due or overdue for recertification process.
- Explore with AVA and PAVR-O the possibility of a reciprocal recognition of our respective certification processes.
- Develop written procedures for the managing the certification and recertification processes.

**Respectfully submitted**  
**Judy Lister, CAVR**

**ANNUAL REPORT OF THE SECOND VICE PRESIDENT**

CAVR was pleased to have the participation of Elizabeth Cormier from New Brunswick. However CAVR reluctantly accepted her resignation as second Vice President. This position remained vacant for the remainder of the year. CAVR must acknowledge here the agreement of Lenore Good, Past President to rejoin the CAVR board to fulfill some of the responsibilities assigned to this portfolio regarding the exploration and establishment of Affiliation agreements with provincial/regional groups.

**Respectfully submitted**

**Secretary**

## ANNUAL REPORT OF THE THIRD VICE PRESIDENT

### Objectives for the Year:

- Promote CAVR Standards of Practice and Code of Ethics with members.
- Plan and coordinate the CAVR professional development day in Edmonton
- Represent the CAVR board at the Strategic Management and Coordination Committee of the Canadian Volunteerism Initiative (delegated by President).

During the transition to new Board Structure, I also kept responsibility for the Manitoba provincial representative duties to:

- Encourage membership and keep members informed of CAVR initiatives.
- Encourage CAVR conference attendance and involvement as presenters.
- Promote and support certification by hosting a workshop for practitioners interested in pursuing certification.

### Results/Outcomes:

#### Promotion of Standards of Practice and Code of Ethics:

- Planned and coordinated an October Standards of Practice workshop for Manitoba new and potential CAVR members. Delivered by Kathy Harrison, the workshop was well attended by 21 managers of volunteers.
- Liaised with other provinces about ways to promote and use the Standards of Practice with members.
- Encouraged the April mailing of the *Standards of Practice* and *Ten Ways to Utilize the Standards* to all members.
- Responded to UK colleagues request for feedback on their proposed Occupational Standards for Managers of Volunteers with a plan for feedback from colleagues after volunteer recognition and the CAVR conference.
- Ensure the Professional Development day in Edmonton, offers a Standards of Practice workshop and a Code of Ethics workshop to promote their use among members.

#### Plan and coordinate the CAVR professional development day:

- Initiated a Manitoba conference planning team of Barb Gemmell, Lenore Good, Judy Lister, Donna Hamm and Colleen Watts to plan, promote and provide a professional development day on June 12 in conjunction with Vitalize in Edmonton. Connie Cook, Alberta provincial representative, coordinated the facilities and solicited assistance for the Silent Auction from the Edmonton Volunteer Management group.

#### Canadian Volunteerism Initiative:

- At the President's request, attended and represented the CAVR board at three meetings of the Strategic Management and Coordination Committee of the Canadian Volunteerism Initiative in November, January and May.
- Along with six other CAVR board members, attended the Leadership Institute in Cornwall to network and keep informed of new trends in volunteer management.

**Promoted membership:**

- Monitored the current membership lists and informed membership and treasurer of membership status problems. Ensured members knew how to access the web site.
- Called or made personal contact of new and experienced practitioners to encourage new CAVR memberships. Sent welcome letter to new and renewing members.
- Supported other provincial representatives of CAVR board by providing sample letters for communicating with new and potential members.
- Maintained a group CAVR membership email list to provide CAVR information to current and potential members. Kept members informed of upcoming events such as conference information and registration deadlines as well as web site address for accessing CAVR information.
- Promoted CAVR conference information through the provincial association newsletter.

**Promoted and supported Certification:**

- Along with Barb Gemmell and Judy Lister, planned and delivered a November workshop in Winnipeg Manitoba on certification requirements to interested practitioners. Supported other provincial representatives of CAVR board by providing sample workshop flyer and overheads that could be used to promote certification.
- Provided highlights from the June, 2002 CAVR conference to Manitoba members and publicly recognized the four individuals from Manitoba who received their certification in 2002.

**New Initiatives:**

The Third Vice President tasks were modified this year due to a board vacancy and the Canadian Volunteerism Initiative. Additional initiatives of coordinating the professional development day in Edmonton and representing CAVR at the Strategic Management and Coordination Committee were added to this position, drawing away some of the resources for the promotion of the Standards and Ethics.

**Respectfully submitted  
Colleen Watts, CAVR**

## REPORT OF THE SECRETARY

It has been a very busy and productive year for CAVR. Much of the routine correspondence received primarily from the web site was answered promptly and enquiries forwarded to those officers who could lend the most support and direction. 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 were responded to in a timely fashion.

With the assistance and persistence of the board members the membership has been actively monitored for renewals and all new members have been quickly followed up and quickly processed.

The CAVR web site continues to be an invaluable resource - [www.CAVR.org](http://www.CAVR.org) . The further implementation and promotion of the E-Membership database and the on-line, interactive sections of the *Members Only* section has allowed CAVR to fully communicate and update 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 number of page views for: March - 4656, April - 3225 and May - 4353.

The total number of visitors to the CAVR web site since it was launched in June 2000 is 15533. Some CAVR correspondence (via mail) continues to be received at the Kitchener mail box, however the trend for quick enquiries and responses, continues to be via the web site – a much preferred and economical option for a national association.

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 gratifying to volunteer with an exciting Association and a vibrant group of colleagues.

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

## **PROVINCIAL REPORTS**

### **BRITISH COLUMBIA**

The CAVR members in British Columbia continue to be encouraged to network and visit the web site for ongoing communications and networking opportunities. The members in the Lower Mainland area of Vancouver have joined with the provincial association, Administrators of Volunteer Resources – BC (AVRBC) to meet bi-monthly. Speakers and topics are chosen on which to focus and resources, experience and knowledge is shared during this morning session.

AVRBC will be presenting a motion at their May AGM to move forward with the Affiliation Agreement process with CAVR.

**Respectfully submitted**  
**Pam Gill**

### **ALBERTA**

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

- ✓ Maintained communication with provincial membership.
- ✓ Attended a local meeting with ADVR in Calgary to speak about membership and certification with CAVR.
- ✓ Found a host in Alberta, specifically the local Volunteer Management Group (VMG) in Edmonton to be part of the pilot project for affiliation agreements with CAVR.
- ✓ Established stronger CAVR ties within the province and membership.
- ✓ Initiated involvement with the CVI Alberta Committee.

#### **Result / Outcomes**

- ✓ Positive feedback throughout the province
- ✓ CAVR is becoming a provincially recognized organization in Alberta for our National involvement.
- ✓ Local Volunteer Management Groups are more acquainted with CAVR - where to find us and how to communicate regarding membership and certification.
- ✓ Pilot affiliation agreement project accepted and underway in Edmonton, Alberta.
- ✓ openness and teamwork created throughout the province
- ✓ Met many CAVR and non-CAVR members in Volunteer Management meetings conducted by Volunteer Canada and established further contacts within the province to create membership perspectives and awareness of CAVR provincially.

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

- ✓ Affiliation agreements established in Alberta with CAVR
- ✓ CVI board member - direct link to CAVR on initiatives
- ✓ Stronger ties with Volunteer Canada - invitation to conferences accepted
- ✓ Opportunity taken at those conferences to link up with members and non-members within our provinces to gain momentum and greater awareness of CAVR.

### **Recommendations for Next Year**

- ✓ Link with members with a Power Point meeting / video conference to discuss upcoming CAVR initiatives and give an opportunity for feedback and other inquiries.
- ✓ Initiate and distribute a Power Point presentation through e-mail to membership and set up a time for a teleconference meeting follow up, rather than a physical meeting. This would save travel, meeting room and refreshment costs.

**Respectfully submitted**  
**Connie Cook**

## **SASKATCHEWAN**

On behalf of CAVR I have held the position of Provincial Representative for Saskatchewan as well as held a leadership role on the new CAVR Membership Committee, along with Lenore Good, Past President.

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

#### **Provincial Representative:**

- Maintain contact with current CAVR members in Saskatchewan, regarding CAVR issues and information
- Assist membership committee in contacting potential and present Saskatchewan. CAVR members
- Communicate needs of Saskatchewan members at national CAVR table

#### **Membership Committee:**

- Create a draft CAVR affiliation agreement for Board consideration & implementation.

### **Outcomes:**

#### **Provincial Representative:**

- Assisted CAVR Secretary in contacting present and potential Saskatchewan members
- Contacted Saskatchewan members 3 times in past year, circulated a survey to gather input on current issues.
- Attended 2002 pre and post-conference Board meetings in St. John's, New Brunswick; the Board teleconference call in March 2003; and attended the pre-conference CAVR Board meeting on June 11, 2003.

#### **Membership Committee:**

- Affiliation agreement revised and approved by CAVR Board.
- Discussions with interested provincial organizations initiated by CAVR

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

#### **Provincial Representative:**

- Encouraged members to access CAVR services and information via the web-site. For members without internet access, I ensured an alternative way to access and receive information.
- Communicate the changes in CAVR and the efforts to update our membership data-base.

**Membership Committee:**

Affiliation agreements have been presented to AVRBC, VMG-Edmonton, and PAVRO. Joint discussions by CAVR and provincial reps are continuing in order to attain affiliation agreements that can be “piloted” over the next year.

**Recommendations for Next Year****Provincial Representative:**

- To explore options for more networking between members. In Saskatchewan, it is difficult to hold one annual meeting of CAVR members (as stated in by-laws), so an alternative model should be explored for more consistent communication and information exchange. Input from provincial members will be sought to meet the needs of this region.
- To continue to communicate with groups that provides services or membership to volunteer managers within the province of Saskatchewan. (Volunteer Regina, Volunteer Saskatoon, VMG-Saskatoon, Saskatchewan Health Care Volunteer Mgmt)

**Membership Committee:**

- Continue discussions to develop pilot affiliation agreements.
- Monitor and evaluate the pilot affiliation agreements
- Continue to improve the capacity of CAVR to provide appropriate membership services to present and potential members.

**Respectfully submitted**  
**Sharon Haubrich, Provincial Representative &**  
**Lenore Good, Membership Committee**

**MANITOBA**

Please refer to the report of the Third Vice President.

CAVR appreciates the dual role of Colleen Watts in maintaining the responsibilities of representative for CAVR membership in Manitoba.

**Respectfully submitted**  
**Colleen Watts, CAVR**



## ONTARIO

A highlight this year for Ontario members was the *Canadian Forum on Volunteerism* held in Toronto in April 2003 and hosted by Volunteer Canada.

All CAVR members were invited to volunteer at the Forum and many of our members participated as delegates. CAVR member Adriane Beaudry and I were responsible for recruiting facilitators and greeters for this event on behalf of CAVR. Special thanks to Joan Crittenden, Brenda Dales and Carol-Ann Fox who facilitated break out sessions at the Forum.

PAVR-O (Professional Administrators of Volunteer Resources- Ontario) is pursuing an affiliation agreement with CAVR. Many of our provincial members also hold membership with CAVR and we know it will be a very worthwhile partnership for both organizations. PAVR-O is reaching out to our local communities in a similar fashion through affiliation agreements with the local associations for administrators of volunteers. Affiliation agreements, local, provincial and national will help us meet our common goal of strengthening the profession across the nation.

PAVR-O is also pleased to be the local host for the Ontario CVI (Canadian Volunteer Initiative). This is yet another opportunity to move the profession forward beyond our provincial borders.

Ontario is pleased to have 100 CAVR members.

**Respectfully submitted**  
**Mary Lou Timmouth**

## NEW BRUNSWICK

My thanks to the following CAVR members who were actively involved this year - Paula Wilson, Edith Tribe, Elizabeth Cormier, Coleen Godin, Linda Doucette, Jennifer Cain, Rosemonde Melanson.

Members in New Brunswick met three times to discuss relevant issues. Two of our members faced significant challenges with union groups at their facilities. It was important to keep one another updated on the status of the situation and offer support to peers, as well as our own union environments.

### **New initiatives:**

Three members have indicated interest in working towards certification.

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

- Have interested members work together to achieve CAVR certification.
- To continue to meet with members/colleagues to share information, support and keep current on issues affecting volunteerism in our province and nationally.

**Respectfully submitted**  
**Jennifer Young**

## **QUEBEC**

### **Objectives :**

- **Official updating of the provincial membership list**
- **Promotion of CAVR at different venues**

### **Results :**

- **Membership was validated**
- **Since the majority of CAVR members in Québec are also members of the provincial association, CAVR news is always given at provincial meetings**
- **Two CAVR members took part in the founding of the newly created «Réseau de l'action bénévole du Québec»**
- **CAVR is always promoted in the Provincial Bulletin of AGRBQ**

### **New initiatives :**

- **On the provincial volunteer web site, there's a link to the CAVR web site**
- **Translation of «Hire a professional» brochure**
- **Member of Marjolaine Lalonde's work group concerning the National Survey**
- **Sharing of new ideas discussed at the Leadership Institute in Cornwall and at the Canadian Forum on Volunteerism in Toronto**

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

- **Organization of a meeting only for CAVR members**
- **Follow-up with QC members pertaining to decisions taken at the 2003 AGM concerning affiliation**
- **Regular contact with members through E-mails**
- **Continual promotion of CAVR**

**Respectfully submitted  
Bernard Cyr, CAVR**

## **NOVA SCOTIA**

The Board was pleased to have Maureen Fraser McLaughlin join the CAVR Board after the 2002 AGM in New Brunswick. Maureen provided an important link with members in NS and too soon found the responsibilities of a new position conflicted. CAVR was pleased to welcome Kendra Morton to the Board in the spring 2003. Kendra joined with other CAVR Board members attending the Volunteer Canada event in Cornwall to strategize the development of the affiliation agreements of which one draft would be introduced to the membership in Nova Scotia.

On behalf of CAVR Kendra continued the support to colleagues of the Nova Scotia who have begun reviewing the proposed affiliation agreement and the hosting of the 2004 CAVR Conference in Nova Scotia.

**Respectfully submitted  
Kendra Morton**

## **REPORT ON THE CONSTITUTION and BY-LAWS**

Canadian Administrators of Volunteer Resources volunteer advisor, Eric Lister, Attorney has advised us that:

When the revised by-laws (approved by the membership at the 2002 AGM) for CAVR was presented to Industry Canada for approval, they indicated that we needed to update certain wording before approval could be given.

The wording relates to meetings by electronic means and I have added their wording (almost verbatim) in a couple of sections of the by law.

I have also deleted one other section at their request. This deleted section dealt with decisions made by resolution only. Apparently not for profit groups must 'meet' and can not just agree to something by resolution in writing.

Therefore **paragraph 41 has been deleted and the rest of the paragraphs renumbered and paragraphs 34 and 40 have been amended** to read as follows:

34. Officers of the Association may meet by teleconference provided that either a majority of the officers consent to meeting by teleconference or meetings by teleconference have been approved by a resolution by the Board of Directors at a face to face meeting of the directors of the Association. Officers may also meet by other electronic means that permit each officer to communicate with each other, provided that a) the Board of Directors of the Association has passed a resolution addressing the mechanics of holding such a meeting and dealing specifically with how security issues should be handled, the procedures for establishing a quorum and recording votes; b) each officer has equal access to the specific means of communication to be used; and c) each officer consented in advance to meeting by electronic means using the specific means of communication proposed for the meeting.

40. Directors of the Association may meet by teleconference provided that either a majority of the directors consent to meeting by teleconference or meetings by teleconference have been approved by a resolution by the Board of Directors at a face to face meeting of the directors of the Association. Directors may also meet by other electronic means that permit each officer to communicate with each other, provided that a) the Board of Directors of the Association has passed a resolution addressing the mechanics of holding such a meeting and dealing specifically with how security issues should be handled, the procedures for establishing a quorum and recording votes; b) each director has equal access to the specific means of communication to be used; and c) each director consented in advance to meeting by electronic means using the specific means of communication proposed for the meeting.

The original approved versions of 34 and 40 permitted meetings by telecommunication; the government just wants a bit more detail as to what that means and how it was approved and will happen if that means is ever used.

This should be sufficient for your approval purposes.

*Eric G. Lister - Taylor McCaffrey*

**A motion to adopt these By-law amendments will be presented to the CAVR membership at the 2003 Annual General Meeting in Edmonton, Alberta on June 12<sup>th</sup>, 2003.**

*Mary MacKillop, CAVR President  
April 24, 2003*

## **NOMINATIONS COMMITTEE REPORT**

At the Annual General Meeting of 2002 the members approved the implementing of the new structure by the incoming board members. While the CAVR board continued to operate within our approved Constitution and By-laws, the approved Board restructuring created a new approach to the Nominations process for the board positions for 2003-2004, allowing us to create the recommended committees and broaden the involvement of CAVR members on these committees from across the country.

The Nomination form as well as all other Pre-AGM information was posted on the web site as well as sent out to all CAVR members (in good standing) by our secretary. I am pleased to report that all board positions have been filled.

I would like to congratulate the CAVR members for accepting this new process and agreeing to play such an important role on the Board of CAVR. I must acknowledge the wonderful contribution of past members and thank them on behalf of CAVR for their leadership, commitment and insight during their terms of office.

I would like to acknowledge the members of the Nominating Committee:  
Pamela Hoddinott, St. John's, Newfoundland  
Janet Foley, Halifax, Nova Scotia

**Respectfully submitted**  
**Mireille Roy, CAVR**  
**Past President and Chair, Nominations Committee**

## **ELECTION OF OFFICERS**

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

### **DIRECTORS 2003-2004**

<b>President</b>	<b>Mary MacKillop, CAVR</b> <b>Leader Volunteer Resources</b> Providence Health Care Vancouver, British Columbia
<b>Immediate Past President</b>	<b>Mireille Roy, CAVR</b> <b>Director, Volunteer Services</b> SCO Saint Vincent Hospital Ottawa, Ontario
<b>First Vice President</b>	<b>Judy Lister, CAVR</b> <b>Volunteer Resources Officer</b> Manitoba Museum of Man and Nature Winnipeg, Manitoba
<b>Second Vice President</b>	<b>Connie Cook</b> <b>Manager of Volunteers</b> Glenbow Museum Calgary, Alberta
<b>Appointed Officers:</b>	
<b>Treasurer</b>	<b>Bernard Cyr, CAVR</b> <b>Chef du service des ressources bénévoles</b> CHSLD CLSC Nord de l'île Montréal, Québec
<b>Secretary</b>	<b>Patricia Gillis, CAVR</b> <b>Director, Volunteer Resources</b> Children's & Women's Health Centre of BC Vancouver, British Columbia

## CAVR COMMITTEE CHAIRS FOR 2003-2004

### **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**

**Cindy Fairs, CAVR**  
**Consultant**  
Okanogan Volunteer Management  
Kelowna, British Columbia

### **Member at Large**

**Jennifer Young**  
**Manager, Volunteer Services**  
South East Health Care Corporation  
Moncton, New Brunswick

### **Member Services**

**Sharon Haubrich**  
**Director of Community Services**  
Prairie West Health District  
Kindersley, Saskatchewan

### **Advocacy**

**Pam Gill**  
**Director, Community Development**  
BC Epilepsy Society  
Vancouver, British Columbia