

OAVA

ONTARIO ASSOCIATION FOR VOLUNTEER ADMINISTRATION

A N N U A L R E P O R T

1989

OAVA

ONTARIO ASSOCIATION FOR VOLUNTEER ADMINISTRATION

PRESIDENT'S REPORT

Since June 1988 the Board of OAVA has worked very hard to move our association from one for practioners to one for professionals. It has been an exhausting year but one full of accomplishments and successes.

Perhaps the greatest feat was the completion of the "The Plan" which gives clear purpose, focus and direction to our association and charts the course we will take in the evolution of our profession. The consultations made with so many of our members and the valuable input made by you has helped make this plan truly reflective of the needs of our membership. Particular thanks to Susan Dennison, Debbie Comuzzi, the Ontario Branch of the Canadian Cancer Society, Greater Toronto United Way and the OAVA Board for their efforts in the accomplishment of this task.

As an organization we need to celebrate in the nomination process for regional representatives on the Board. I am pleased with the efforts of the Regional Committee, aptly lead by Jean Smith, Regional Chairwoman, the By-Laws Committee headed by Magda Rigo and, of course, the Regional Structure Committee who worked so hard to put candidates' names forward for the Annual General Meeting.

Clarifying our role with other related organizations was a third challenge for the Board. It did cause us to think about our relationship with OAVB/C (now Volunteers Ontario). We are moving closer and closer to finding our niches, supporting each other's efforts and acknowledging the need for both organizations existence. With regards to AVA (Association for Volunteer Administration) OAVA was honored to have been asked, as an affiliate, to host the 1991 AVA Conference in Toronto. Such an endeavour was a major decision for the Board--one which we investigated thoroughly and consulted with a number of other local and provincial groups. The consensus was that such an undertaking was premature especially in light of the fact that it would be very time consuming and all profits realized would go to AVA. (We have learned from our involvement with Interaction'88 the importance our own conferences play in generating revenue for our organization). There was and continues to be a need for OAVA to analyze its affiliation with AVA. It is notable to mention that AVA has began a task of articulating its own relationship with affiliates--a challenge (in part) forced by OAVA's concerns. OAVA is, I understand, one of the largest provincial/state Volunteer Administrator Associations in North America and has the capacity to impact at many levels. To enhance this power, and strengthen our local ties, OAVA has sought to develop good relations with local Volunteer Administration groups. Such endeavors resulted in joint sponsored workshops in Durham Region, Central Ontario (Simcoe, Halton, Peel and Toronto Regions), London and Hamilton. Special thanks to Nancy Turner-Grant and the Program Committee for their hard work at co-ordinating these events. In addition to visiting the areas that co-sponsored a workshop, members of the Board of OAVA made presentations in Sudbury, Midland, Barrie and the Sault.

Through negotiations with the Centre for Creative Community--an Institute for the Advancement of Volunteerism OAVA has received the printing and publishing rights for the handbook "How to Start or Strengthen a Local DOVIA (Directors of Volunteers in Agencies) Handbook", by Dr. Ivan Scheier. This book will be extremely helpful to areas like Peel, Brantford, Dufferin County, Sudbury and Barrie who have asked OAVA for assistance in establishing a local Volunteer Administrator's Group.

When we began, our association was predominantly made up of Volunteer Administrators from the social services, corrections and health fields. We are pleased this year to have a growing representation from the arts, churches, education, parks, agriculture, environment, conservation, culture and citizenship. Special accolades to Lorraine Brumm and the Mississauga Hospital for processing a record number of memberships. Also, special thanks to Marilyn MacKenzie and Peter DeLisle for their assistance in helping expand our membership in the recreation field--an area that until recently was under represented in OAVA.

Financially, this term proved to be a difficult year for the association. Without the revenues of a Conference in 1988 we needed to dip into our surplus account. Strict guidelines of spending, and abundance of donations and in-kind services, good grantsmanship, clear profits from events and successful fundraising endeavors will see us through until September 31 hopefully in a surplus position. OAVA owes an incredible thanks to : Providence Villa and Hospital, Partners Plus, Scarborough Probation and Parole, St. Paul L'Amoreaux, the Mississauga Hospital, Alzheimer Association of Ontario, Volunteers Etobicoke, Child and Family Services of Sault Ste. Marie, Canadian Cancer Society (Ontario Branch), Baycrest Centre and respective Volunteer Administrators for their support, in kind services, clerical assistance and supplies. A conservative estimate of their donations to OAVA is over \$10,000. 1988/89 proved to be a good year for soliciting and gaining support from corporations and the business sector. Even without the ability to give tax receipts OAVA was able to raise over \$1,000 in grants from corporate sponsors and rarely paid full price for anything. Peggy McLean, Cecille Bidner, Lorraine Pollock and Peter DeLisle proved to be real bargain hunters in the pursuit to get a deal. Special thanks to Joyce Hagarty "Treasurer and Mother Extrordinaire" who balanced the books, helped us keep to our budgets, kept us fiscally responsible and invested our surplus at the best possible interest rates.

Communications was a word we used extensively and was something we did a lot of. Without regional connections we relied heavily on the printed media to communicate to our membership. A large amount of postage and printing costs were absorbed by other organizations, otherwise, we could not have done so much. Special thanks to the Public Relations and Information Committee and in particular to Peggy McLean for the professional looking newsletter and our display unit. We also need to recognize the editor in chief of the Board Bulletin--Anthea Hoare for Advocacy--what is it? How does it relate to our profession? What should we be doing to advocate and who should be doing it? These are questions the Board has articulated to Joyce Patterson and her Advocacy Task Force to answer. Meanwhile the Professional Development Committee under the leadership of Marilyn

MacKenzie moved closer to the development of standards for the profession and made OAVA a leading advisor in the education of Volunteer Administrators.

Of particular amazement to many people is the incredible amount of work OAVA undertakes with an all volunteer group. We rely so heavily on our members for support and it is they who must do the work of the organization. All board members took on added responsibilities, especially the Executive: Lorraine Pollock, Magda Rigo, Anthea Hoare, and Joyce Hagarty. This group played key roles in the administration of the association, initiating insurance and incorporation procedures, researching a new location for the office, coordinating major activities, making decisions between board meetings, setting agendas for 9 (mostly full-day) Board meetings, producing a policy and procedures manual, developing job descriptions for board members and providing key leadership and support to the members. They, together with their fellow board colleagues deserve your thanks for a job well done.

I am pleased in the increased number of OAVA members who have participated on committees or given special assistance. The Regional Committee had one person, from each specialty and the Public Relations and Information Committee has well qualified public relations expertise among their committee members. As indicated by the success of Connections '89, the conference committee did a tremendous job proving once again OAVA's superb ability at organizing high quality professional conferences.

In summation, 1988/89 was an exciting year, a year of articulating direction, and focus; a year of growth and increased activity. As we enter 1990, I believe OAVA can look forward to continued growth, strength and further development, as we collectively strive for excellence in the field of Volunteer Administration.

Robert G. Cole
PRESIDENT

May 16, 1989


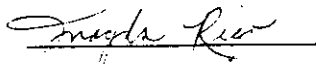
ONTARIO ASSOCIATION FOR VOLUNTEER ADMINISTRATION

BALANCE SHEET

AS AT SEPTEMBER 30, 1988

	1988	1987
ASSETS		
CURRENT		
Cash	\$ 13,038	\$ 15,093
Prepaid expenses	<u>1,250</u>	<u>166</u>
	<u>\$ 14,288</u>	<u>\$ 15,259</u>
LIABILITIES		
CURRENT		
Accounts payable	\$ 343	\$ 300
Deferred revenue	<u>1,354</u>	<u>731</u>
	\$ 1,702	\$ 1,031
EQUITY		
SURPLUS	<u>12,586</u>	<u>14,228</u>
	<u>\$ 14,288</u>	<u>\$ 15,259</u>

ON BEHALF OF THE BOARD:



 Directors

STATEMENT OF INCOME AND SURPLUS
 FOR THE YEAR ENDED SEPTEMBER 30, 1988

	1988	1987
REVENUE		
Conferences and seminars	\$ -	\$ 33,365
Membership dues	11,780	9,822
Interest income	538	158
Sundry income	<u>50</u>	<u>-</u>
	<u>\$ 12,368</u>	<u>\$ 43,345</u>
EXPENSES		
Conferences and seminars	\$ 2,610	\$ 29,639
Meetings	4,573	2,497
Membership	166	167
Newsletters	277	541
Office and general	4,221	3,907
Postage	850	346
Printing	1,008	-
Professional fees	<u>300</u>	<u>300</u>
	<u>\$ 14,010</u>	<u>\$ 37,397</u>
NET INCOME (LOSS) FOR THE YEAR	\$ (1,642)	\$ 5,948
SURPLUS, beginning of year	<u>14,228</u>	<u>8,280</u>
SURPLUS, end of year	<u>\$ 12,586</u>	<u>\$ 14,228</u>

NOTE TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED SEPTEMBER 30, 1988

I. SIGNIFICANT ACCOUNTING POLICIES

(a) Accounting Method

The association's transactions are accounted for on an accrual basis.



MAY 18, 1989

ONTARIO ASSOCIATION FOR VOLUNTEER ADMINISTRATION

UNAUDITED INTERIM STATEMENT OF INCOME AND SURPLUS
FROM OCTOBER 1, 1988 TO MAY 18, 1989

EXPENSES

INCORPORATION	-0-
OFFICE RENTAL	2,500.00
OFFICE & GENERAL	680.32
TELEPHONE	113.50
POSTAGE	1,469.78
PRINTING	480.96
CONFERENCE (CONNECTIONS '89)	4,322.93
COMMITTEES & MEETINGS	5,360.35
(AD HOC	48.40)
(BOARD	1,531.94)
(CONFERENCE COMMITTEE	636.00)
(PROFESSIONAL DEVL. COMM.	666.64)
(PUBLIC INFORMATION	1,104.41)
(REGIONAL COMMITTEE	1,215.46)
(RESOURCE DEVL.	157.50)
WORKSHOPS & SEMINARS	5,399.79
BANK SERVICE CHARGE & MISCELLANEOUS	58.31
AUDITORS FEE	325.00
TOTAL EXPENSES	<u>20,710.94</u>

REVENUE

MEMBERSHIPS 1988-89	11,330.00
CONFERENCE (CONNECTIONS '89)	21,590.00
WORKSHOPS & SEMINARS	5,365.00
WAYS & MEANS (RESOURCE DEVELOPMENT)	290.42
BANK INTEREST & MISCELLANEOUS	618.12
TOTAL REVENUE	<u>39,193.54</u>

INVESTMENT

GUARANTEED INVESTMENT CERTIFICATE	10,000.00
NET INCOME FOR THE PERIOD	18,482.60
BANK BALANCE AS AT SEPTEMBER 30, 1988	13,006.49
SURPLUS, END OF PERIOD	21,489.09

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REGIONAL STRUCTURE COMMITTEE

At the Annual General Meeting of our organization on May 30, 1988, a motion was passed that the task of the Chairperson of the Regional Structure Committee "be to implement the regional structure (6 regions) as ratified by membership". The Committee was composed of a representative from each of the six regions, i.e. Northwestern - Chris Morden, Northeastern - Annette Katajamaki, Lakeland - Pam MacDougall, Eastern - Thea Jenkins, Central - Lynn Zoraldo, Southwestern - Marianne Levstek.

The Committee met three times, We built on the considerable work which the previous Committee had done.

First, we decided to eliminate the Regional Affairs Committee (Regional Directors meeting separate from the Board in addition to serving on the Board) feeling it was not necessary. The Job Description of the "Director on the Board who will be the representative of his/her region" was amended. The Job Description of the Regional Area Rep(s) who will assist the Director, and the description of the Region Responsibilities were approved as defined by the previous Committee.

Our Committee was then faced with a difficult problem, i.e. how to legally implement a Regional Structure in time for the Annual General Meeting in 1989. We consulted with experts in by-laws, and then sought the opinion and co-operation of our President, Rob Cole, Lorraine Pollock, Chairperson of Nominating, and Magda Rigo, Chairperson of By-Laws. Magda Rigo agreed to propose By-Law amendments to the membership which would allow for elections of Regional Directors to the Board of Directors at the 1989 Annual General Meeting, - if those amendments were passed at the meeting. Lorraine Pollock proceeded with regular work of the Nominating for the Board and agreed to announce which names are those of Regional Directors, when she announces the slate, again, providing the membership passes the relevant By-Law changes.

Accordingly, each member of the Committee communicated with the members of OAVA in her region, inviting them to nominate a candidate as a Regional Director for the Board of Directors. It was made clear in the letter that the election was conditional on the relevant by-laws being passed at the Annual General meeting.

Nominations were received, one in each of four regions, and those nominees have been acclaimed. Two regions made no nominations.

With four regional directors, it is our fervent hope that the work of OAVA will be strengthened in Ontario, and that in the year 1990-1991 the other two regions will elect Directors.

REGIONAL STRUCTURE COMMITTEE (Continued)

This completes the work of the Regional Structure Committee.

I want to thank the previous Committee for their fine groundwork, Rob Cole, Magda Rigo and Lorraine Pollock for their excellent cooperation and encouragement, and an extremely hard-working and responsible Committee.

Respectfully submitted,

Jean A. Smith

May 16, 1989

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MEMBERSHIP REPORT

Membership applications were mailed to all members in late September with a final reminder in December 1988.

Information on OAVA accompanied by a membership form was sent on request to many prospective members throughout the year.

As of May 12, 1989, membership totalled 277, including 239 active, 9 associate, 6 student, and 23 affiliate members.

A membership list was circulated to all paid-up members in January 1989 with updates and changes included in Board Bulletins. The list included membership by cities and towns as well as an alphabetical listing to be of assistance to the Chairman of Regional Development and committee.

Joyce Patterson summarized the needs assessments from the application forms for use by the Conference Committee in planning "Connections '89".

Recommendations were made and accepted by the OAVA Board to increase membership dues for the year 1989/90 to keep abreast of rising operating costs and these changes will be taken to the Annual Meeting, May 31st. for approval.

As my term of office is completed, I thank the OAVA Board for their support over the past two years and wish OAVA continuing success in the coming years. May all your goals be reached!

Respectfully submitted,

Lorraine Bramm, C.D.H.V.S.
May 16, 1989

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WAYS & MEANS COMMITTEE

I was pleased to be invited to join the OAVA Board as the Chair of the Ways & Means Committee in December of 1988. At that time, the "The OAVA Plan" was being developed and I am happy that I was able to have some input into the section on Fundraising. As a result of "The Plan", the name of the committee will be changed to Resource Development to better reflect its full range of responsibilities and activities.

To date we have been involved in selling resource materials and OAVA pins at workshops in Toronto and London, and will be selling mugs and pins at this years Conference in June. As well, we will be looking into sources of potential funding to help cover our operating costs and to provide funds for increased professional development opportunities for our members.

Thank you to Laurie McClure who has expressed an interest in joining the Committee. Others are welcome and encouraged to inquire about how they can help.

At the very least, we ask that you support our efforts this year by participating in the fundraising ventures we have planned.

Respectfully submitted,

Janette Knight
May 16, 1989

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REPORT OF THE NOMINATING COMMITTEE

The nominating Committee prepared information, which was mailed to the membership February 17, 1989, calling for nominations for the 1989/91 term of office (2-year positions):

Vice- President (1)
Treasurer
Director of Professional Development
Director of Program Planning
Director of Membership
Director of Conference Planning

and nominations for the 1989/90 term of office (1-year positions):

President-Elect
Vice-President (1)
Director of Resource Development (formerly
Ways & Means)

Nominations were open until April 1st, 1989, at which time the Committee proceeded to fill positions which were still vacant after nominations had been received.

The slate of officers for the 1989/91 term was sent to the membership May 1st, 1989.

Grateful appreciation to Reva Cooper and Cecille Bidner for their participation in the Nominating Committee.

Respectfully submitted,

Lorraine Pollock
Chairperson
Nominating Committee
May 16, 1989

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PUBLIC INFORMATION COMMITTEE

Every organization needs an ongoing, encompassing and vibrant P.R. program, which is what OAVA has in mind for the Board's P.R. Committee action. In time, with effort and information, the Board's message of what the organization offers in terms of interest and concerns and of what assistance we all can contribute towards the professionalism of Administrators of Volunteers will successfully spread throughout Ontario.

In review, the 1988/89 year has come to a close with several newsletters and Board Bulletins being sent to the membership; a new association pamphlet making its debut at the 1989 Conference; internal forms developed for the Board's Committee reporting and newsletter submissions, and an appreciation award created as a first step in developing an recognition package.

Future plans are to make available display graphics, I.D. name cards, a fact sheet on OAVA and a thank you card are only a few of the ideas to be explored in the coming year.

One other important area that the P.R. Committee wishes to expound on is the "image building" that must be promoted and built upon by every member of OAVA. We encourage your positive involvement and support in helping us promote the OAVA's expansion and its success.

Thank you members of the P.R. Committee, the OAVA Board and YOU the OAVA membership - we are part of a team "on the move."

Respectfully submitted,

Peggy McLean

May 16, 1989

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PROFESSIONAL DEVELOPMENT REPORT

The crowning achievement of the Professional Development Committee is the completion of the DACUM process. Its purpose is to identify core competencies of volunteer managers so that curriculum can be developed to appropriately prepare practitioners. OAVA sees this information as important not only for basic preparation done by community colleges but for potential employers to be aware of needed skills and knowledge, and for those planning advanced level training opportunities. Our need to relate closely with the Program Committee and with the newly proposed Advocacy Committee was highlighted for us.

My thanks to the members of the Professional Development Committee and to those in addition who participated in the DACUM. Pat Wall, Joyce Patterson and Rob Cole, for their continued support and interest. It is with enthusiasm I look forward to Ginette Johnstone's leadership of the committee.

Respectfully submitted,

Marilyn MacKenzie
May 16, 1989

BY-LAWS COMMITTEE REPORT

The revision of the By-Laws for the 1988/89 fiscal year was a challenge and a real learning experience for me. The implementation of the Regional Structure was top priority for the year and I thank the Regional Structure Committee for their valuable input.

The proposed amendments and changes were mailed to the membership in accordance with the By-Law requirements and will be addressed at the Annual General Meeting on May 31, 1989.

Submitted by,

Magda Rigo

May 16, 1989

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PROGRAM COMMITTEE ANNUAL REPORT

This past year, was the first full year of the Program Committee, having previously been a Task Force. It was an exciting year that focused on the future.

The process of developing "The Plan", although lengthy, was a great opportunity to identify objectives and action plans to meet these objectives. Although the initiatives listed are noted as the responsibility of the committee, they stem in part from OAVA's Mission Statement and substantially from responses from the general membership. Among our objectives, over the next three years we plan to annually hold at least one workshop per region; develop means to assess the training needs for each region, liaise with local groups and deliver workshops; and develop a printed Resource Directory of Provincial Trainers who conduct workshops on volunteer management.

The year was kicked off with enthusiasm as we joined with the Regional Association for Co-ordinators of Volunteers, Hamilton to present Dr. Violet Malone and an insightful, humourous examination of "Staff Volunteer Relations". In London, in conjunction with the London Association for Volunteer Administrators, Marilyn McKenzie gave a very practical and stimulating workshop on "Avoiding Burnout". OAVA is pleased to return to the Durham Region Co-ordinator of Volunteers Association to have Rob Cole present a workshop on "Evaluating Volunteers". OAVA presented Dr. Eva Schindler-Rainman for a full day presentation. A workshop on "Teambuilding - To Team or not to Team" was given during the day followed by a dinner meeting where Dr. Schindler-Rainman discussed "Trends-Get Ready".

The exceptions to our successes were the cancelled Think Tank and reaching other communities. For the Think Tank, it appears the idea was well received but the timing was 'off'. So if you're interested, please mark February 19, 20,21, 1990 in your calendars and plan to join us. We are confident that by adhering to The Plan the coming year will present opportunities for workshops around the province.

At this time, special thanks to the committee members. Jennifer Snyder, Shirley McLaughlin and Karen Thompson for their commitment, enthusiasm and vision and executive members Rob Cole, Magda Rigo for their support and guidance.

Respectfully,

Nancy Turner-Grant
Chair, Program Committee

May 16, 1989

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CONFERENCE REPORT

The responsibility of the Conference Chairperson is to ensure the successful facilitation of planning the OAVA's Annual Conference. In the past year two committees were put in place for this purpose.

A Logistics committee, based in Peterborough, planned the physical resources that included scheduling with Trent University and area groups, accommodations, meals, meeting facilities, and special activities. The committee members were co-chairperson Mary Wylie, Thea Jenkins, Barbara Wilson, Diana Collins, Tania Nanni, Corry Wink, and Vilja Dilamarter.

The second committee, based in Toronto, planned the speakers, topics, registration and publicity. This group members were Pat Williams, Dian Laycock, Gail Funston and Fran Udalis. Both committees offered input on all areas but the afore mentioned groups coordinated these areas.

I believe the two committee system, in the case of Connections '89, saved both time and money. It allowed the separate groups to focus on specific tasks and eliminated much of the travel expenses. As the Conference Chairperson, I was the liaison between the two groups.

Further, the majority of topics came from a survey taken from the OAVA members following Interaction '88.

All members of these committees gave an important part of themselves to the conference and Connections '89 is the consumation of all our efforts. The task of coordinating this conference has been a valuable learning experience and personally rewarding.

I would like to thank everyone involved for what they did.

Sincerely,

Peter Delisle: OAVA Conference Chairperson
May 16, 1989

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ADVOCACY TASK FORCE

At the January Board Meeting, Joyce Patterson was appointed to the chair of the Advocacy Task Force. The Task Force has been asked to define Advocate Action as it relates to OAVA and to draft Terms of Reference by September 1989.

From the Advocacy Questionnaire circulated to the membership, the following recommendations were made:

1. OAVA take an active role in promoting Volunteer Management as a profession worthy of appropriate recognition in terms of level of management and salary with potential employers.
2. OAVA encourage colleges to establish quality programmes for beginner practitioners and opportunities for continuing Professional Development.
3. OAVA collaborate with Unions, with OADHVS, and with Volunteer Ontario on mutual issues and concerns.
4. OAVA take steps to increase awareness and to influence effective changes in attitudes, policies and practices of government, business and the general public on behalf of volunteerism recognizing the viable contribution volunteers make to the community.

I appreciate the support of Cecile Bidner and Rob Cole as we determine direction for the Advocacy Task Force.

Respectfully submitted,

Joyce Patterson
May 16, 1989