



# ANNUAL GENERAL MEETING

JUNE 23, 2016



HAMILTON ADMINISTRATORS  
of VOLUNTEERS

## ANNUAL GENERAL MEETING

Thursday, June 23<sup>rd</sup>, 2016

### AGENDA

---

1. **Call to Order** Deban Brunette
  - a) Approval of Agenda
  
2. **Minutes of June 25<sup>th</sup>, 2015** Marija Kupina
  - a) Motion for Approval of the 2015 minutes
  
3. **Annual Reports 2015/2016**
  - a) President Deban Brunette
  - b) Vice President Jody Casselman
  - c) Treasurer Paula Jones
  - d) Secretary Marija Kupina
  - e) Motion for Approval
  
4. **Nominating Report** Melanie Barlow
  - a) Slate of Officers
  
5. **Adjournment** Deban Brunette

**Hamilton Administrators of Volunteers  
Annual General Meeting  
Thursday June 25, 2015**

**1. Call to Order**

Melanie Barlow, President, called the meeting to order and asked the Secretary if we had quorum. Deban Brunette, Secretary confirmed that we had quorum. Melanie explained voting procedure - hand up is to be used if you make a motion, second a motion, and/or when she calls for a vote. On making a motion or seconding a motion, please stand and state your full name so it can be recorded in the minutes.

**2. Approval of the Agenda**

Melanie Barlow asked that someone move that the Agenda as displayed on screen be approved.

Moved by: Rachel Murphy    Seconded by: Nancy Hayes

Carried.

**3. Approval of the Minutes of the AGM held on June 19<sup>th</sup>, 2014**

Deban Brunette requested that someone to move that the minutes of the Annual General Meeting held June 19<sup>th</sup>, 2014 as circulated be approved.

Moved by: Kellie Baker    Seconded by: Joel VanSteenbergen

Carried.

**4. Annual Report 2014-2015**

Officer Reports were presented:

**President's Report** – Melanie Barlow

**Vice President's Report** – Rachel Murphy

**Treasurer's Report** – Kellie Baker

**Secretary's Report** – Deban Brunette

Melanie Barlow asked that someone move that the Annual reports from the President, Vice President, Treasurer and Secretary as presented be accepted.

Moved by: Joan Annibale    Seconded by: Shelley Harrison

Carried.

**By-Law Revisions** – Shelly Harrison presented and reviewed by-law revisions suggested by the Executive. Shelly asked that someone move that the By-Law revisions be accepted as outlined.

Moved by: Lian Ellis    Seconded by: Marija Kupina

Carried.

## **5. Nominating Report**

A motion was put forward by Tracy Thorne that Deban Brunette be affirmed to a one year term as President, Jody Casselman be affirmed to a one year term as V.P, Paula Jones be affirmed to a one year term as Treasurer, Maria Kupina be affirmed to a one year term as Secretary, Samantha Chivers be affirmed to a one year term as a General Member and the following be welcomed as returning members for a one year term: Melanie Barlow Past President, Shelley Harrison, General Member, & Lynn Berven, General Member

Seconded by: Kellie Baker

Carried.

## **6. Adjournment**

Melanie Barlow asked that someone move to adjourn the Annual General Meeting on this day June 25<sup>th</sup>, 2015

Moved by: Rachel Murphy    Seconded by: David Wallis

Carried

---

### **Congratulations to the following members who received their HAV Service Awards:**

#### **Fifteen Year Award**

Joan Annibale

Celia Chilton

Emanuela Gennaccaro Ducharme

Lynne Sutton

#### **Ten Year Award**

Tomas Lagos

Ruthanne Talbot

#### **Five Year Award**

David Wallis

Minutes taken by Deban Brunette, Secretary

---

June 25<sup>th</sup>, 2015

# President's Report 2015-2016

When I joined the Executive I was concerned that similar skill sets might limit our opportunities-clearly my concern was unfounded. What I did find is a group of individuals with diverse skills and knowledge who have a multitude of strengths. Volunteer management is a very broad field where each individual has a unique breadth and depth of experience. I am amazed by the wealth of talent and expertise within the HAV membership. At its core, volunteer management is the 3 R's –Recruitment, Retention and Recognition, but there is a 4<sup>th</sup> R – **Resource**. We are a resource not only for our organizations but to our colleagues through HAV.

Our objective over the last year was to engage the membership and to streamline/define our processes. We filed six years' worth of taxes, updated position descriptions, and discussed ideas and ways to maximize our resources, human and financial. We re-defined our mentorship program and had 5 successful matches. We expanded our application form into a member profile to better understand the varied roles/responsibilities of our members. We moved events to the morning and saw a marked increase in member participation. We collaborated with Volunteer Hamilton and McMaster Continuing Education to offer a full-day live stream of the VMPC conference in Halifax. We are utilizing all the best practices of our profession to continue to be a relevant resource to our membership.

I look forward to another year on the Executive, overseeing the bursary and the nomination process. It has been my pleasure to serve as President and I am proud to be a member of an association that provides excellent professional development, promotes professional standards of practice, advocates on behalf of volunteerism and supports professional administration.

Deban Brunette

President, HAV

# Vice-President's Report 2015-2016

Serving as Vice President of HAV for the 2015-2016 year, I had the opportunity to collaborate with a diverse team of professionals who are all dedicated to making your HAV involvement a positive and beneficial experience.

## **Together as a committee we brought you...**

### Share' n Learns

Our previous held Lunch 'n Learns became " Share 'n Learns", opportunities to do just that. Share knowledge and experiences, learn new ways and ideas on various topics, and enjoy complimentary breakfast.

A focus was placed on building our leadership skills and our Fall session was a public speaking/communication building learning, with Toastmasters activities facilitated by Lorraine McGrattan.

For our Winter Lunch n' Learn, we tapped into our Membership to lead discussions on Best Practices; Recruitment, Retention and Recognition.

Our Festive lunch was a lovely gathering at Dundurn Castle's Coach House, with Liz Duval sharing Awards and Recognition from the Ontario's Ministry of Citizenship and Immigration Awards Programs.

Today at our AGM we have invited guests to share updates from our community and to touch on the awareness of Compassion Fatigue.

Exciting plans for beneficial learning opportunities next year are already in the works! Workshops and excellent resources are coming your way. We hope you attend these opportunities to gather together and share our knowledge, concerns, frustrations and successes together!

Thank you for your ongoing dedication to HAV, and being part of wonderful group of professionals that support and work together.

Jody Casselman

Vice President, HAV

# Secretary's Report 2016

When I first became an HAV member at the AGM 5 years ago, I was new to the field, and I felt intimidated walking into that room full of strangers. Everyone seemed to know each other, and I wondered when I would feel that same connection with fellow HAV members. It turns out, it wasn't long at all.

HAV today, like it has always has been, is our connection with others in the field. We can both learn from and teach each other, formally through mentorship, or informally as we catch up at events. We can develop as professionals, grow as individuals, and become better advocates for volunteerism and for the volunteer engagement profession.

There are some colleagues and friends I no longer see at HAV events, or even on the membership list – sadly, changes and constraints at their organizations have prevented them from joining us this year.

Most of the 2011 Executive has changed since that first day, and much of this year's Executive worked together for the first time. I'd like to thank each of them. It's been a privilege to collaborate with talented professionals who individually possess skills that I can only aspire to, and collectively are an all-star team.

I'd also like to thank you, members, for your commitment to volunteer engagement through your support of HAV.

## Membership Report 2015-2016

<b>Renewing Members</b>	<b>36</b>
<b>New Members</b>	<b>13</b>
<b>Total Members in 2015/16</b>	<b>49</b>

Marija Kupina  
Secretary, HAV

HAV FINANCIAL REPORT

FISCAL YEAR: JUNE 1, 2015 - MAY 31, 2016

**Treasurer - Paula Jones**

**OPENING CASH BALANCE JUNE 1, 2015** **\$ 4,005.15**

**INCOME**

MEMBERSHIPS 2015-2016	\$ 1755.00	
STUDENT MEMBERSHIPS 2015-2016	75.00	
MEMBERSHIPS 2016-2017	0.00	
WORKSHOPS	25.00	
RAFFLES	223.00	
INVOICE / GRANTS	0.00	
<b>TOTAL INCOME</b>	<b>\$ 2,078.00</b>	<b>\$ 6,083.15</b>

**EXPENSES**

AGM 2015	\$ 465.02	
WORKSHOP/PROGRAMS	124.31	
FESTIVE LUNCH	692.62	
OFFICE SUPPLIES	0.00	
PROMOTIONS/MARKETING	86.09	
MAILBOX RENTAL	168.37	
EXECUTIVE MEETINGS	89.00	
GIFTS / HONORARIAM	60.00	
BURSARY	0.00	
INCORPORATION	1,582.00	
PAVR-O CONFERENCE	125.00	
CBB SPONSORSHIP	400.00	
AGM 2016	0.00	
	<b>\$ 3,792.41</b>	<b>\$ 2,290.74</b>
<b>TOTAL EXPENSES</b>		
<b>PETTY CASH</b>		<b>\$ 60.00</b>

**CASH BALANCE AS OF MAY 31, 2016** **\$ 2,350.74**





HAMILTON ADMINISTRATORS OF VOLUNTEERS

**PROPOSED SLATE OF OFFICERS**

ANNUAL GENERAL MEETING

JUNE 23, 2016

**STANDING FOR ELECTION TO A ONE-YEAR TERM**

<b>Position</b>	<b>Name</b>	<b>Term</b>
President	Jody Casselman	Ending June 2017
Past President	Deban Brunette	Ending June 2017
Vice President	Samantha Chivers	Ending June 2017
Treasurer	Paula Jones	Ending June 2017
Secretary	Marija Kupina	Ending June 2017
General Member	Victoria Doidge	Ending June 2017
General Member	Anne Rae	Ending June 2017
Volunteer Hamilton Representative	TBD	Ending June 2017