

UVRA OFFICE MANAGER & BOARD SECRETARY REPORTS

FOR AGM 2018-2019

THE RECORDS MANAGEMENT PROJECT:

The UVRA Office Manger and Board Secretary have consulted with UVic Archives and developed a Records Management Policy, Procedures and Schedule of Records for the UVRA records.

This records management program enables the association to maintain positive and active control of records that are crucial to the operation and management of the society.

The administrative records have similar categories to the university administrative units and leaves the UVRA records well positioned for transitioning of key UVRA archival records to the permanent preservation of the university archives once they are not needed for day to day administration of the association.

Respectfully submitted by Grant Hughes, Board Secretary

EVENTBRITE:

UVRA has been using Eventbrite for its events' registrations and payments since September 2018. This shift to automation has been met with approval from the members, and non-members, who used it. It has reduced the office events-related workload, which is steadily increasing in other areas.

THANK YOU:

The office could not function without the help and commitment of the Board members whose portfolios include working closely with the office; of the volunteers (members and non-members) who stepped in to organize and/or helped with events; and of the help and support of the Institute's staff. A special thank you to Grant Hughes for all the work he put in implementing the Records Management Project.

Respectfully submitted by L.M. Schmidt, Office Manager