

2020 AGM OFFICE REPORT

April 1, 2019 to March 31, 2020

Another very busy year for the office. It handled:

- 852 events registrations and payments (on Eventbrite)
- 33 new members' applications
- 78 annual members' renewal payment (ongoing, due to Covid-19)
 over 1,000 emails, many requiring extensive follow-up
- 14 events (advertising, posters, invitations, etc.)
- 3 newsletters (Summer 2019, Fall 2019, Winter 2020. Summer 2020 will include Spring 2020 which was not published due to Covid-19.)
- updates (edits, deletions, additions, etc.) to the UVRA website
- all the correspondence and documents associated with the above.

The office workload has grown to such proportion in the last few years that my volunteer part-time job mushroomed into full time volunteer work. UVRA's decision to hire and pay for part time office help was sorely needed and is greatly appreciated. Thank you Board members.

Thank you to John Anderson (President), Zulette Gordon (Membership) and Richard Chappell (Finance) whose help and availability make it possible for me to run an efficient and problem free office. To departing Winona Pugh (Benefits), it was a pleasure working with you.

John Gunton, Elder Academy's Chair, deserves special mention and a big thank you for having lightened my workload by designing and formatting Elder Academy's posters and invitations.

Thank you to the members of the Institute on Aging and Lifelong Health for their willingness to proffer help and advice whenever needed by UVRA.

Respectfully submitted by:

Louise Schmidt, Office Manager