

ANNUAL GENERAL MEETING 2024

OFFICE REPORT

It was another busy year for the office, and it handled numerous work. Some mentionable office work includes:

- processed membership applications (lifetime and annual) and annual renewal for the fiscal year 2024/2025
- handled and responded to emails, mails, and phones, and greeted in-person visitors when someone dropped in and inquired about different questions
- updated the UVRA website as required
- sent group posting every Friday, including a variety of events
- assisted the newsletter editor with PDF documents inserted if needed, sent the completed newsletter to UVic print shop to print booklets for members to post who have no email
- maintained an inventory of office supplies, replenished as necessary
- organized social events for the members
- printed and documented all necessary paper files for official records
- wrote the Board meeting minutes
- helped with conducting a survey and summarizing findings

Cordial thanks to all the board members for their continuous support and guidance on running the office more effectively.

Below is the summary of office updates from June 2023 to May 2024:

Office Update: June 2023 to September 2023

- The UVRA office was closed during July and August, but phone calls, mail, and emails were retrieved and handled weekly.
- Many new members joined UVRA during the summer months.
- The 2023-2024 annual renewal process ended on June 30, 2023.
- The entire database of the membership profile of UVRA was filed (both electronic and paper files).
- Some pages of the UVRA website were updated.

Office Update: October 2023 to November 2023

- A summary list of all UVRA social and educational events from 2018 to 2023 was prepared and submitted to the President.
- Worked in organizing UVRA Christmas Lunch 2023.

Office Update: December 2023 to January 2024

- UVRA successfully organized the 2023 Christmas Lunch Program at the University Club, which was held on December 13th. This year, the attendance rate was lower than past years (Number of attendees = 28).
- UVRA office was closed from December 25, 2023, to January 02, 2024, due to the holiday season.
- The office worked in organizing the UVRA'S 2024 Chinese New Year Lunch Program.

Office Update: February 2024 to March 2024

- UVRA successfully organized the 2024 Chinese New Year Lunch Program at Lee's House Restaurant on February 6. This year, the attendance rate was lower than in past years (The Number of attendees = 28).
- Due to the popularity and higher interest among the UVRA members in attending the walking tours with John Adams, we offered another Tour on February 26. It was also successful, and the capacity was full. Given that success, John Adams showed his interest in arranging another tour in April 2024.
- The office worked in organizing UVRA's 2024 Library Tour on March 12, 2024. (2.00 am - 3:30 pm at UVic McPherson Library. Donna Mollin and Peter Liddell worked as co-organizers of this Library Tour. The tickets were sold out too quickly, within one day of the invitation being sent.
- The annual renewal for the 2024-2025 fiscal year was started in January and will continue until June 30, 2024.

Office Update: April 2024 to May 2024

- Another successful completion of the Masterminds series 2024 happened in April with a range of timely and interesting topics. Thanks to Juliana Saxton and June Whitmore for their contribution and dedication.
- The walking tours with John Adams, a favorite among our UVRA members, saw another successful run on April 22 due to the overwhelming interest. The tour was fully booked, underscoring its popularity.
- UVRA's 2024 Library Tour (held on March 12, 2024) was successful. So, to fine tune that tour, Peter Liddell and Donna Mollin prepared a short survey to hear the opinions and suggestions from the attendees. The survey was sent on April 24 to all the Tour attendees.
- The UVRA's 2024 Library Tour survey summary results were sent to the event organizers, and the summary results were discussed in the May 2024 board meeting.

Respectfully submitted by
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