

# UVRA 2018 ANNUAL GENERAL MEETING

## OFFICE REPORT

**For the period from April 1, 2017 to June 1, 2018, the office:**

- processed over 400 registrations (and payments, when applicable) for social and Elder Academy events\*
- processed over 200 membership-related documents (new memberships, conversions, and payment of annual dues)
- handled or forwarded over 300 inquiries and other correspondence
- sent 50+ group emails to membership
- collated the Nutrition survey (June 2018 Elder Academy series)
- processed and posted 172 newsletters and invitation to members without email addresses
- prepared the membership list for the scholarship mailing
- ensured that the day-to-day running of the office was done in timely and efficient manner

A special thank you for their help and commitment to the Board members whose portfolios includes working closely with the office; to the dedicated office volunteers who generously gave **88 hours** of their time to UVRA; and to the ever-helpful ladies of the Institute on Aging and Lifelong Health.

\*Due to lack of members volunteering for office work, and an ever-increasing work load, starting September 2018, the office will be looking at outside providers for the handling of registrations and payments of its events.

Respectfully submitted by Louise Schmidt