

# UVRA 2017 AGM – Events Committee Report

## Annual Report 2016-2017

### 1) Membership Survey:

A survey of nearly 600 UVRA members was undertaken in September 2016 to seek feedback on the number, types and timing of events they would like to attend. One hundred members responded, and the information was used to guide the planning process for 2016-17 UVRA Social Events. Highlights of the survey include:

- When asked about the kind of events they prefer, 42 per cent ranked lectures and presentations first while about 33 per cent ranked both field trips and exhibitions as their second choice. Holiday meals and retirees info were ranked 4<sup>th</sup> and 5<sup>th</sup> respectively.
- Nearly 79 per cent ranked education as the number one reason they attend events. Entertainment and socializing were closely ranked second and third.
- Fifty-three per-cent of respondents prefer to attend events in the daytime, while 43 per cent don't have a preference. Just over 50 per cent don't care which days events are offered while 48 per cent prefer weekdays.
- When asked how many events they'd like to attend each year, the majority of those who responded to the question indicated between four and six.
- When asked to rank event duration, the majority of respondents prefer one to two hours. Half-day events were ranked second with full day events ranked third.

### 2) Summary of 2016-17 Events:

Six events were planned; the great interest in the Scanning Transmission Electron Holography Microscope (and the generosity of the STEHM facility staff) resulted in two separate tours. All events were well attended.

#### **CHEK/CBC Radio Tour**

November 1, 2016 Attended: 29

Tour of CHEK TV and CBC Radio

#### **Christmas Lunch and Presentation**

December 13, 2016 Attended: 48

Venue: University Club

Guest speaker: Ms. Jan Ross, Curator, Emily Carr House *"Readings and Stories from Emily Carr and her reminiscences of Christmas in Victoria"*

#### **Chinese New Year Lunch and Presentation**

January 15, 2017 Attended 55

Venue: Don Mee's Restaurant

Guest speaker: Dr. Zhongping Chen, Department of History, *"Victoria and Modern Chinese History"*

#### **Chapel Presentation** (in collaboration with the Woodworkers' Guild)

February 14, 2017 Registered 12 – no attendance taken (Lam auditorium full)

Venue: David Lam Auditorium

Presenter: Dr. Lowell Hinrichs, Professor Emeritus, Mathematics *"The Chapel in East Sooke"*

#### **STEHM Tour #1**

March 16, 2017 Attended: 24

Venue: Bob Wright Centre, STEHM Facility

#### **STEHM Tour #2**

March 30, 2017 Attended: 22

Venue: Bob Wright Centre, STEHM Facility

#### **Volunteer Lunch and Presentation**

April 24, 2017 Attended: 25 (paid for 27)

Venue: Cadboro Commons, Campus View Room

Presenter: Neena Chappell, The Centre on Aging at UVic, *"The Upside of Aging"*

### 3) Future Considerations:

- i) **Clarity of Role** – it would be valuable to provide clarity on what types of events should be planned by the Events Committee as there are various events hosted by the UVRA such as the “Elder Academy”, “Mini Med School”, “Master Mind” etc. To avoid overlap of dates and content, good communication amongst all those involved with planning various “events” for the UVRA is essential. For this reason it is recommended that the Chair (or one of the “Co-Chairs”) of the Events Committee should attend Board meetings whenever possible.
  
- ii) **Authority** – the Events Chair (or Co-Chairs) require the authority to independently plan events based on previous history, current needs/interests, and approval by the Board. Consideration should be given to providing a small budget to the Events Committee to cover minor costs such as door-prizes, printing costs, thank you cards and speaker gifts so the Chair is not constantly requesting small amounts of funds. Also, a sign-off procedure needs to be in place so announcements and notices are not altered before distribution. More information is required regarding the timing and content for website promotions.
  
- iii) **Event Planning Details** – it would be helpful for the UVRA to establish consistent guidelines for honorariums, gifts and thank you cards for speakers both internal (UVic presenters) and external (non-UVic presenters). Also, general planning procedures would be invaluable for future Events Committee Chair (or Co-Chairs) to make their work much easier. For example:
  - a. Attend all Board meetings if possible
  - b. Ensure 3-4 Committee members including an office guru (like Lou Schmidt!)
  - c. Meet with Committee members in July or August to create a list of proposed events that could be discussed with the Board at the September meeting
  - d. Ensure that participants pay in advance for event lunches etc. and do not take seating requests unless an entire table is booked. Seating generally should be determined on a first come first served basis
  - e. Create a communications plan in advance that shows when announcements will be released by email, web and through Grey Matters.

We greatly appreciate the interest and support of the Board over the past year, and particularly want to thank Lou Schmidt and the other office volunteers who looked after the registrations and campus venue details. There is a considerable amount of “behind the scenes” work required in planning these events, and Lou’s dedication to numerous details was an enormous help. Due to other commitments we are stepping down as Co-Chairs, but we encourage others to step forward to plan exciting new social and learning opportunities for UVRA members.

Respectively submitted by

Daphne Donaldson and Patty Pitts