

University of Victoria Retirees Association

OFFICE REPORT PREPARED BY LOU SCHMIDT, FOR THE
ANNUAL GENERAL MEETING: MAY 31, 2017

The work undertaken last summer in the UVRA office provided the foundation for the present handling of items and data using the standard bookkeeping and accounting practices applicable in situations where items are handled by more than one person.

This past fiscal year, UVRA introduced Interac e-Transfer as one of the ways of paying for events and memberships. It is being used more and more, particularly for events requiring pre-payment.

Throughout the year, the office promoted the use of emails rather than phone calls. Now, most (~95%) of all communications are handled by email. Personal visits are rare, and appear to be on the decline.

A heartfelt thank you to the dedicated volunteers involved with ensuring that the office functions efficiently. It's a team effort: we keep each other informed, provide timely information, and respect each other's boundaries regarding the handling of data.

A special "thank you" to UVRA's in-house support team: the ever-helpful ladies of IALH.