

Forum for Volunteer Administrators

Annual Report 2007

Highlights & Accomplishments

Dear Members & Friends:

We hope you found 2007 to be an exciting year that provided exceptional opportunities for mutual support, continuous dialogue and professional development. FVA is a member driven organization, and we would not have accomplished all that we did in 2007 with out the continued involvement and input of our members. On behalf of the Board of Trustees, thank you for joining us in our mission to advance the profession of volunteer leadership.

As evident in this report, each FVA standing committee did an outstanding job incorporating our strategic goals in the delivery of services. Once again, the Professional Development Committee raised the bar and produced an amazing selection of professional development offerings on relevant topics by knowledgeable and experienced presenters. Each PD offering, including our educational programs, Certificate Program and Fall Conference, provided well rounded opportunities for participants to learn or polish skills necessary to be effective in their role as leaders.

The Communications Committee took on the challenging task of updating the look of FVA through the creation of a new logo with brand guidelines for our website and printed publications. In addition, they made a concerted effort to take advantage of internet-based communication through the introduction of our monthly e-blasts and program reminders.

The Membership Committee set a new record in 2007 with the largest membership on the books. Our membership represents all regions of Northeast Ohio and a diverse mix of organizations that utilize volunteers.

Behind the scenes the Governance Committee ensured that our committees were well staffed and that our Board was carrying out FVA's strategic plan. This was also a record year for Board member retention – a true testimony to the commitment and passion that the individuals who serve on the Board have for the FVA mission.

The Finance Committee continued to ensure that our organization is fiscally responsible by educating the Board on sound financial practices including committee developed budgets and conducting an annual audit review. The Finance Committee also researched insurance options for our organization and established a reserve fund with guidelines for funding it and using it.

In addition to all the people who served on the FVA Board and Standing Committees, we would like to extend our sincere gratitude to the following organizations for sponsoring or partnering with us in 2007. Their support has helped us to continue to maintain the quality of services provided at an affordable cost to our members.

Cleveland Metroparks Zoo
Cleveland Animal Protective League
WVIZ Idea Center
Cleveland Museum of Natural History
Cleveland State University
John Carroll University
North Coast Community Homes
Ogden-Post Consulting
DatSMARTS, LLC

By 2007 Board President - Marilyn Hahn

2 Professional Development

3 Governance, Communications & Membership

4 Finance

CONTENTS

2007

BOARD OF DIRECTORS

MARILYN HAHN, PRESIDENT
CRISTEN KANE, VICE PRESIDENT
HEATHER TRIPLETT, TREASURER
LORI SEBULSKI, SECRETARY
BECKY CARLINO

TAMI BOLDER
DONNA BRANT
HOLLY GRADY
HARRY HUNTER III
BARBARA NALETTE

MARY REYNOLDS POWELL
LINDA SMITH
SOPHIE ROMACK
FRANCES POST
MARY ANN THOMAS

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FORUM FOR VOLUNTEER
ADMINISTRATORS

Professional Development

PROFESSIONAL DEVELOPMENT ANNUAL REPORT INFORMATION

Charged by the FVA Strategic Plan to create programming through which participants learn and apply necessary skills and to increase member participation, the Professional Development Committee hosted a robust series of programs in 2007.

March 1, 2007: The year opened with a roundtable, "Even the Best Get Stressed" at the Cleveland Metroparks Zoo. Sue Duffy, Education Specialist/Volunteer Coordinator at the Zoo, shared a variety of survival strategies for volunteer managers. Following her talk, Sara Thorne-Briechele facilitated a lively roundtable discussion during which attendees expressed many shared experiences including little support or respect from administration, last minute demands from paid staff, difficult volunteer relationships. Their comments contributed to the framing of 2007 programs. Twenty-one members and one non-member attended.

March 21, 2007: DATSMARTS offered a reduced-fee Introduction to Power Point Workshop to members of FVA. Approximately 8 volunteer managers took advantage of the special offering.

April 26, 2007: Marge Galla, Coordinator of Episodic Volunteers at University Hospitals Case Medical Center, and Marilyn Hahn, Volunteer Services Coordinator at the Centers for Dialysis Care, presented a workshop at the Cleveland Animal Protective League entitled "Tips and Tools for Grooming Your Volunteer Program." They shared successful techniques for scheduling, communicating, reporting and follow-up. Marge incorporated the power point development skills she learned at the DATSMARTS program in March! Eighteen members and three non-members attended.

June 28, 2007: Barbara Nalette, Director of Volunteer Services at University Hospitals Case Medical Center, presented, "What is Your Worth? Volunteer Management: Impact, Visibility and Accountability." The program focused on ways for volunteer administrators to position themselves and their programs for success, with special attention paid to practical ways to communicate the volunteer program's impact on the entire organization. Held at WVIZ Idea Center in Playhouse Square, the program was a big success. Thirty members and three non-members attended. In addition, five Cleveland Foundation interns attended at a reduced, student price.

November 8, 2007: FVA hosted its Second Annual Fall conference: "Volunteer Administration: Its Image, Its Impact" at the Joseph E. Cole Center for Continuing Education. Fifty-three members and nine non-members attended. Margaret S. (Margie) Wheeler, Consultant to Foundations, was the plenary speaker. Taking her lead from the March roundtable, she kicked off the program by playing Aretha Franklin's "RESPECT." Three morning workshops addressed marketing, financial management, and mission and planning. The high point of the day was the Keynote Address given by Jeffrey Brudney, PhD., Albert A. Levin Chair of Urban Studies and Public Service, Maxine Goodman Levin College of Urban Affairs, CSU. He discussed "What's in it for Thee? Toward a New Conception of the Role of the Director of Voluntary Resources." Following his talk, an afternoon panel of experts addressed the need for collaboration between volunteer administrators and executive management.

At lunch, the Fifth Annual Volunteer Administrator of the Year Award was presented to Andrea Sack, the Parma Hospital Coordinator of Volunteers. Six extremely qualified persons were nominated for this award. WVIZ Idea Center in Playhouse Square, the program was a big success. Thirty members and three non-members attended. In addition, five Cleveland Foundation interns attended at a reduced, student price.

2007 Professional Development Committee:

Mary Reynolds Powell: Chair
 Sara Thorne-Briechele
 Kate Schantz
 Cristen Kane
 Carol Bechtel
 Carol Polivchak
 Holly Grady
 Becky Carlino
 Judith DeCrane
 Sophie Romack
 Marge Galla

Governance

GOVERNANCE ANNUAL REPORT INFORMATION

Committee Members: Linda Smith, Frances Post, Becky Carlino, Cristen Kane and Jill Fowler

- Mary Ann Thomas, Linda Smith and Barbara Nalette renewed their board membership for a 2nd term ending in December 2009.
- Identified and placed a new committee chair in Professional Development and Membership.
- Shadow for Vice Presidency established and placed.
- Following the board retreat all committees created a strategic plan with new monthly reporting guidelines. The new reports increased the strategic reporting and decreased the tactical reporting at board meetings.

| COMMITTEE | MEMBER GOAL | GOAL MET |
|--------------------------|-------------|----------|
| Professional Development | 10 members | 12/10 |
| Membership | 5 members | 8/5 |
| Finance | 4 members | 4/4 |
| Governance | 5 members | 5/5 |
| Communications | 5 members | 5/5 |

Communications

COMMUNICATIONS ANNUAL REPORT INFORMATION

Committee Members: Becky Carlino, Co-chair and Holly Grady Co-chair

The Forum for Volunteer Administrators established a Communications committee during 2007. The committee was formed to enhance and improve external communications, print and electronic communications with our membership and the community.

2007 ACCOMPLISHMENTS

- FVA approved a new logo for all publication.
- Four Newsletters were distributed to our membership, with one newsletter distributed to the Volunteer Administrator Community in Northeast Ohio.
- FVA Newsletter content was based on a theme for each issue.
- A new membership brochure was created.
- All publications for professional development programs was produced by the communications committee
- New Contact databases were established for all of FVA's programs - increasing our non-member communications lists to 500+ people in Northeast Ohio, including: Senior Management from non-profit organizations, Community Foundations, and Volunteer Administrators that are not members of FVA.
- We updated/improved the website...adding opportunities for members to use a chat room feature. On the web and newsletter we showcased FVA
- The Creation of the FVA E-blast for members - a once a month email communication promoting programs and FVA News.FVA approved a new logo for all publication.

Membership

MEMBERSHIP ANNUAL REPORT INFORMATION

- Added a Membership Profile column to the Newsletter, profiling three of our members.
- Held a membership networking event with 23 in attendance.
- Welcomed all members with a letter and a membership card.
- Issued a Membership Directory and periodic updates to it.
- Maintained the membership data base.
- Increased the 2008 membership dues to correspond with increased operational costs.
- Introduced a revision of the Bylaws to give Emeriti members more privileges.
- Ended the year with 127 members.

The 2007 Membership Committee:

- Tami Bolder
- Donna Brant
- Nancy Calcott
- Erika Haskell
- Barb Nalette
- Carolyn Oakes
- Lori Sebulski
- Linda Smith

Finance Report

TREASURER'S REPORT FOR THE PERIOD

January 1, 2007 – December 31, 2007

REVENUES/CHECKING:

| | |
|----------------------------------|--------------------|
| Membership 2007 | \$1,675.00 |
| Membership 2008 | 1,165.00 |
| Professional Development | |
| February | 30.00 |
| April | 370.00 |
| June | 855.00 |
| Fall Conference & Annual Meeting | 4,410.00 |
| Certificate Program | 2,300.00 |
| Other | |
| Donations | 187.00 |
| Board Retreat | 240.00 |
| Fundraising (Borders) | 444.05 |
| CEU Fees | 0.00 |
| Gift certificate | 25.00 |
| Interest Income | 1.85 |
| TOTAL 2007 REVENUES | \$11,702.90 |

FINANCIAL COMMITTEE REPORT

Internal Audit Review 2007

Conducted by:

Lori Crow, CPA, Manager, SS&G Financial Services
Linda Wasco, CPA, Sr. Associate, SS&G
Robert Zaremba, Financial Advisor, Merrill Lynch

Budgeting Process:

Developed by Committees

Finance Committee Members:

Chair/Treasurer: Heather Triplett
Angela Hayes
Harry Hunter III
Mary Ann Thomas

EXPENSES:

BOARD

| | |
|---------------------------------|----------|
| Westfield Insurance | \$500.00 |
| Contributions | 350.00 |
| Office Supplies | 0.00 |
| Retreat | 928.00 |
| Post Office box | 56.00 |
| Orientation packets | 103.40 |
| Banking costs | 35.00 |
| Postage (for visioning session) | 41.00 |

FINANCE

| | |
|--------|------|
| Stamps | 0.00 |
|--------|------|

MEMBERSHIP

| | |
|---------|--------|
| Postage | 121.00 |
| Events | 278.34 |

PROFESSIONAL DEVELOPMENT

| | |
|---|----------|
| Conference and annual meeting | 1,487.65 |
| Annual meeting refreshments | 138.19 |
| CEU Processing Fee | 0.00 |
| Programs | |
| Flyers/Postage | 701.63 |
| Refreshments | 0.00 |
| Speaker Honorariums | 50.00 |
| Volunteer Administrator of the Year Award | 92.00 |
| Postage/Supplies | 96.81 |

COMMUNICATIONS

| | |
|---------------------------------|--------|
| Newsletter (Printing & Postage) | 369.83 |
| Letterhead & envelopes | 208.00 |
| Website | |
| Domain Name | 9.24 |
| Charity Advantage | 419.45 |

CERTIFICATE PROGRAM

| | |
|-------------------------|----------|
| Speaker Honorariums | 1,250.00 |
| Flyers/postage | 319.01 |
| Instructional materials | 77.55 |
| Refreshments | 18.54 |

OTHER TRANSACTIONS

| | |
|------------------------------|----------|
| Transfer funds from checking | |
| To savings account | 1,200.00 |

TOTAL 2007 EXPENSES: (\$8,850.64)

Beginning Checkbook Balance 2007 \$4,896.19
Revenues, 2007 \$11,702.90

TOTAL \$16,599.09

Less Expenses (8,850.64)

Ending Balance December 31, 2007 \$7,746.60

Plus Savings interest \$7,748.45