



**Annual General Meeting
Monday, August 30, 2010
6:00p.m.
Minutes**

Minutes

In attendance: Todd Lorentz, Cristelle Audet, Tim Boetzkes, Whitney Lorentz, Kathy Zwart, Gloria Pasmeny, Jennifer Pockrant, Teri Hamigami, Sean Chalifoux, Troy Farn, Lynne Knox, Heather Carnahan, Bill Johnson, John Findlay

Regrets: Matt Pruski

1.0 Adoption of agenda (Whitney, Jennifer)

2.0 Adoption of minutes of last Annual General Meeting (July 17, 2010) (Tim, Whitney)

3.0 Reports

3.1 Co-managing Directors' Report (Todd and Cristelle)

Review of 2009/2010 activities

- We have made enormous progress in developing the work in Bumala (brick school, health clinic, etc) but have decreased our activities in Kawangware due simply to limitations in our abilities to fund in all areas.
- Succession plan for Mercy Centre discussed with Charles; Josephin Namurinda has been named the Assistant Director and is training in the event that Charles can no longer serve as the primary representative.
- We have opened a bank account at the Imperial Bank in Nairobi, to facilitate our ability to operate in Kenya.
- Fundraising efforts have been very positive (lots done this year beyond annual fundraiser with garage sales, bottle drive, 2 small private functions and garage sale in Ottawa)
- We have had many media successes in 2010 (City Hero, Verge photo contest, ACGC calendar)
- Announced our membership in the ethics program with *Imagine Canada*. This is a very prestigious standing amongst Canadian charities.

Directions for 2010/2011

- OCV in Ottawa – we have registered as a charity in Ontario. Cristelle will manage the main office in Ontario.
- We will be taking a much stronger focus on obtaining foundation and grant funding in 2011 and beyond. Individual donations are going down, so foundations and outside sources of funding may be critical for us to maintain our projects in Africa.
- We will be gradually focusing more and more on soft development (education programs, health programs, volunteer programs, internships,

etc) in the coming years instead of hard development (infrastructure, capital projects, etc).

- We will have a volunteer team of approximately 12 people from the 'Patch Adams group' coming to the Bumala school in February 2011.
- We are looking into the development of a 'Boda-Boda' taxi motorcycle project in Kisumu to begin generating self-sustaining income for the school in Bumala.
- Discussed the need to design roles to further involve board members and volunteers. We could create a form of job description that outlines projects and farm them out to 2-3 people to work on.
- Decision to hold meetings more often as they spark many great ideas and valuable input. Especially using meetings for volunteers to keep them engaged.

3.2 Treasurer's Report (Lynne Knox)

- Review and adoption of 2009 financial report
- Balance of \$8920.69
- Treasurer's report adopted (Jennifer, Tim)

3.3 Volunteer Coordinator's Report (Tim Boetzkes)

- Since last AGM there have been five garage sales, and several booths; Global Youth Assembly, Everyone for Edmonton, Volunteer Fair, Charity Arts Event, Make Poverty History, International Development Week event at Shaw Conference Centre Currently have 112 volunteers signed up (double from last year). There are 20 volunteers in Ottawa.
- Many have signed up through booths and a few through website. Types of projects involving volunteers to date
- Discussed about ways to further engage and attract volunteer involvement.
Suggested: personal interviews with volunteers, designing roles and job descriptions, group projects, 1 year contracts.
- Group requested more projects with job/task descriptions or length of determined role
- Discussed the need to establish a volunteer 'community' within our organisation through more volunteer activities and gatherings
- Ways to further engage volunteers included:
 - doing 'interviews' with them to ascertain their skills and where they could fit into the organization
 - more regular (quarterly??) get-togethers to brainstorm for projects, update volunteers on what's going on in Kenya, help volunteers get to know each other
 - post "current opportunities" on our website with specific ongoing projects so volunteers can best apply their skills/interests
 - grant writing, research on available grants
 - audio/visual editing

4.0 Board and Officer Elections

- Managing directors have 2 years of 3-year term left
- All director positions are up for re-election for 1-year term. All members except Gloria stood for another term and were accepted unanimously. Also, a new board member was elected: Kathy Zwart
- Gloria not renewing her position as board member, and we extend a heartfelt thank-you to Gloria for her valuable input through the last three years as a board member.
- Current board: Todd Lorentz (co-managing director), Cristelle Audet (co-managing director), Tim Boetzkes (director), Matt Pruski (director), Whitney Lorentz (director), and Kathy Zwart (director).
- Lynne Knox has agreed to stand for another year as Treasurer.

5.0 Business

5.1 Building the board

- We should try to define roles a bit more and create new positions that make sense given our needs
- We need to do “job descriptions” for the types of programs/organizational development within our organisation and volunteer pool (requested by Jennifer and Whitney)
- We need to develop two positions: Fundraising Coordinator and Outreach Coordinator.
- **Fundraising coordinators** – Creating fundraising ideas, initiating and planning fundraisers, organizing fundraising campaigns and events
- **Outreach coordinator** – attending information sessions and display events to promote OCV, engage in volunteer recruitment, developing promotional materials, write-ups on OCV activities, interviewing members and volunteers
- **Volunteer coordinators** – building a volunteer community, volunteer engagement, selecting and coordinating volunteers for specific projects
 - Volunteer signup sheet to ask what they want/expect? Use a form or a survey to assess volunteer needs? Screening and interviewing for positions??

5.2 Increasing member engagement

- Based on idea that the more members are introduced into the fundraising or information dissemination process, the more engaged they become; creating OCV ambassadors!
- Brainstorm on ways to engage

5.3 Grants and funding

- We received funds this year from the Scona campaign, matching IDP grant for remaining infrastructure
- Todd will apply for Stephen Lewis Grant again for January 2011.
- Create a position for grant writing, searching, reporting, training on “how-to”

- Todd and Cristelle will aggressively seek to fulfill the grant research project.

5.4 Art show fundraiser

- Tim will put together a committee and have a meeting on how to proceed.
- We will work with the artwork brought back in June 2010 done by the Class 5 students and donated pieces (painting, sculpture, pottery, jewelry, etc.) from local artists
- Colours Art (Ken Harkas) has volunteered to do framing for cost of materials
- tentative date – Nov 24
- planning meeting will be held in early Sept

5.5 Christmas campaign

- Cristelle is developing the new online Christmas campaign called “3 wishes”.
- The campaign should be geared towards the needs of children in the new school year in Kenya, in January.
- There will be a new ‘wish list’ for new and returning students.
- Christmas is a good time to get these needs out there so people can donate towards specific things.

5.6 Annual spring fundraiser for 2011

- There was discussion around researching venues and perhaps changing up the location/entertainment.
- Whitney is beginning to look into new venues.

5.7 Volunteer program

- Needs to be formalized as a program yet, though we have good piloting now
- Upcoming visitors to Bumala: Mike (from the USA) visited Michelle; Patch Adams group will arrive in Feb 2011; Garret Henley will visit in October;
- Meryl Tihanyi is fundraising to do a project to drill a well at the school in Bumala, or to help the orphans and their mothers/grandmothers, called the Mabibi Project. She is a photographer in New York is looking at possibility of getting a documentary crew, may be able to coincide with the Adams group trip.

5.8 Development in a Box - ACGC

- We should make another attempt at becoming the host project for the ACGC Development in a Box program.

6.0 Meeting adjourned (Cristelle, Whitney)