

Report of the Vice President –Administration

September 2016

How quickly a year flies by! We started off the year last fall with some high ideals and lofty goals. How quickly the reality of the day to day running of an existing business set in! We had hoped to accomplish:

- A move to a new office space
- A new improved modern user friendly website and database
- Enhanced communication with the membership
- Enhanced services and membership benefits for the members.

While we did not accomplish our goal of moving to a new office space, we have spent considerable effort on outlining exactly what our needs are... both current and future, and looking closely at our admin costs for running the office. A new space would need to represent cost savings or efficiency ... or both! Our staff members have looked at and considered several prospective sites, but none to date have met our requirements.

Funding has been earmarked for website improvement and a delegation attended the Ottawa Canadian Olympic Committee meetings to research options for upgrading our present website. Our current web infrastructure is outdated and difficult to update. We will continue to pursue improvement options in the coming year.

A big part of running an efficient and responsive office is having processes in place so that work gets done in a timely fashion. (Think McDonalds and their processes to give you almost instant burgers!) Throughout the year we have looked at bottlenecks and issues and established protocols and processes the make responses more timely. We have more to do and will be implementing an office calendar with a view to even more improvements in membership service.

The SFC has been gifted the Megalink Target System that was used in the Pan Am Games last year. It is unusual for a non profit sport group to have assets of this value. We have been working through the issues of recording the asset in our accounting system, having adequate insurance coverage and having in place a use agreement with ONTarget so that our assets are well used but at the same time protecting our interest in them. This work is incomplete at the time of this report.

“Minding the Store” has been a big part of my weekly meetings with staff. There are always a lot of ideas on how to spend money, but as we are governed by some specific rules from Sport Canada, that spending must be closely monitored and appropriate. Next up after this year’s By-law’s review is a comprehensive review of expense and travel policy. We ran out of days to accomplish it this year, so I look forward to proceeding with this review over the next few months and establishing sound policies.

The Audited Financial Statement for the year ending March 31, 2016 is included elsewhere in your meeting package.

And last, but very much not least, I would like to express my deep appreciation to our staff members Susan Verdier, Technical Director; and Adam Landriault, Projects Manager. My orientation to the in’s and out’s of the office would not have been possible without their knowledge and patience. As an organization we have high expectations of our office, and they always seem to rise to the occasion. Thank you to both of you. I look forward to working with you to meet the challenges in the coming year.

Respectfully Submitted

Gladys Wachowich