



Waves of Hope

Annual General Meeting 2007 Manager's Report

When I sat to prepare the manager's report for 2007, I thought of all the work the board had done through the year, the frustrations and pleasures, the meetings, phone calls and challenges. We had successes and some failures – we learned about Corporations, Charities, taxes, Robert's Rules, record keeping, and the importance of working together and compromise. Each member brought their unique qualities to the board and put in 110% effort both in their specific committees and with general Waves of Hope policies and issues.

I want to thank the board for hanging in there and working through so many issues. The board consisted of 4 executive and 7 directors and the attendance rate was very high. We worked on the theory that it is better to get the job done well, rather than never getting the job done perfect.

The 2007 board proved that being an out of town member or working full time should not preclude anyone from participating in the administration of the team.

I have listed the board's accomplishments for you to read at your leisure but I want to share with you my top 10 memories of the 2007 season.

1. Our first board meeting and looking up to realize Jennifer was typing everything I was saying
2. Support of the board, even after they endured a 4 hour meeting at my house when I didn't even offer them a glass of water
3. Coach steering
4. Towing the spotter boat while the driver and coach fished
5. Spouses breaking into my car at the lake after I locked the keys in the trunk
6. Faces of our rookie members after their first race at the Winnipeg Festival
7. Rosemarie's husband-Steve, folding the paddlers jackets and placing them neatly on the ledge of the walk path at the Winnipeg Festival with our names showing
8. Unexpected donation of \$2000.00 from James B. Chrisp UCT #448 for our new shirts
-large donations from Noni's 75th Birthday Party
9. two festivals and two firsts
10. Annette's fantastic presentation at the CIBC Run for the Cure

Respectfully submitted by Darlene Vickers, 2007 Team Manager

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Accomplishments of the 2007 Board

- created a Director's Manual and did a directors orientation
- completed Waves of Hope Logo guidelines
- drafted and sent letter to all suppliers regarding the logo guidelines
- reworked Waves of Hope Vision
- updated Constitution/By-Laws No 1 to include shore members can paddle or steer at practices if not enough survivor paddlers
- completed Policy 0.001 -Consent and Release of Photos, videos, name & address
- updated Policy 0.001A Waivers are all signed up to date
- update roster to "Our Voice" and "News and Views" news letters
- updated Policy 0.002 Team Equipment Policy
 - changed members can purchase their paddle from cost to ½ cost
 - all waivers are signed up to date
- created / updated General Information about Waves of Hope
 - WOH History outline for 2007
 - Members need to know list
 - Orientation Checklist
 - Communication check list
 - Committee Guidelines
 - Membership application
 - Shore Membership application
 - New member DVD for Paddlers and Associates/Shore members
- Team Manuals were completely updated
- updated and streamlined the Action Plan from 12 pages to 4 pages
- purchased a computer and DVD
 - PowerPoint was used at Fall Team Meeting
- implemented Quick Books Accounting Software
- created a list of activities that qualify for Waves of Hope's charitable programs
- Registered Charities Information Returns 2002-2006 were reworked and CRA accepted the changes from 2002-2006
- all team files from prior years that were on diskettes were sorted, renamed and organized into yearly folders and loaded to Waves of Hope computer, allowing for quick access of all past information.
- created Inventory Lists of Assets to includes values & where items are stored
 - corresponding invoices were scanned and organized on the computer
- created Inventory Lists of Supplies to includes values & where items are stored
 - corresponding invoices were scanned and organized on the computer
- updated Merchandise Inventory list
 - corresponding invoices were scanned and organized on the computer
- reworked inventory tracking reports
- updated remittance form
- recapped RST(PST) on out of province purchases for 1999 - 2007, paid payment was accepted with no interest or penalty
- acquired new team shirts