



National Newcomers Association

CANADA

President's Report 2017

It is a pleasure to write this report knowing that we will be face-to-face this year at the Toronto AGM and Conference, most ably planned by the Toronto Newcomers Club with a small assist from NNAC.

We have had a very good year and a productive two years as we completed a trial where positions were held for a two-year period to see how things went. It has been very successful – the second year everyone is ready to go right from the start.

Here is a quick peek into what NNAC does.

- ✓ Assist clubs with issues as they arise: incorporation, allowing guests at NC events, disputes, strains between NC and Alumnae (i), help with insurance, start a club, redefine an existing club membership through parameter changes.
- ✓ Provide: examples of by-laws, waiver, past minutes of Presidents calls for issue reference, The Link – national newsletter to share club news/activities/suggestions and keep us connected.
- ✓ Organize: Bi-annual conferences where we can get together with Newcomers from coast-to-coast. We are better together!
President conference calls to allow clubs to talk/share issues/solutions. Always a hit.
- ✓ Provide a website: a central area for reference. Past information/News/Board contacts and the new password-protected section, Resources. Tons of helpful information to help and if you cannot find it there, please email us and we can get you what you need.
- ✓ Region Reps: Western, Central and Eastern. They will get clubs in their areas together during the alternate years when we do not have our AGM and Conference. The initial Area Meeting was held by Dianna Porter in 2016 in Ontario and a dozen clubs sent about 75 to participate. Thanks to Dianna, we will continue this valuable forum as it was a big success!
- ✓ Membership Director: Bonnie Barber took on this new position a year ago and is there to handle all things insurance as well as welcome member clubs. We have a total of over 8000 members!

Essentially, we are the glue that binds Newcomers across Canada. Every member has a great story of what Newcomers has meant to them; has given them; how it enriched their lives. We, simply, are here to help ensure this valuable 8000 + person network grows, thrives and continues to adapt to meet community needs.

Thank you for being a part of this amazing group!

Respectfully submitted,

Ellie Siekierski

NNAC President 2015-2017

TREASURER

Respectfully submitted,
Ruth Collison

**National Newcomer's Association Canada
Statement of Revenue and Expense (Revised)**

For the Year Ended August 31, 2017

	\$	\$	Budget \$
REVENUE			
Membership	4,460.00		4,570.00
	<hr/>		<hr/>
Total Revenue		4,460.00	
EXPENSES			
Bank Charges	65.82		80.00
Teleconferencing	643.40		410.00
Postage	61.25		90.00
Web Domain costs	152.55		1,530.00
Insurance			390.00
Incorporation / Legal Fees	20.00		20.00
Financial Review	100.00		100.00
Printing / Miscellaneous			250.00
	<hr/>		<hr/>
Total Expenses		1,043.02	2,870.00
		<hr/>	<hr/>
Net Income		3,416.98	1,700.00
		<hr/> <hr/>	<hr/> <hr/>

National Newcomer's Association Canada

Balance Sheet

As at August 31, 2017

	31-Aug-17	31-Aug-16
	\$	\$
Current Assets		
Bank Balance	11,119.35	9,287.37
Prepaid Deposit for AGM venue	2,600.00	
	<hr/>	<hr/>
Total Assets	13,719.35	9,287.37
	<hr/> <hr/>	<hr/> <hr/>
	\$	\$
Current Liabilities		
Prepaid AGM Registrations	1,015.00	
	<hr/>	
Equity		
Retained Earnings (Deficit) BOY	271.37	(2,619.88)
Net Income	3,416.98	2,891.25
	<hr/>	<hr/>
Retained Earnings EOY	3,688.35	271.37
Contributed Surplus	9,016.00	9,016.00
	<hr/>	<hr/>
Total Equity	12,704.35	9,287.37
	<hr/> <hr/>	<hr/> <hr/>
Total Liabilities and Equity	13,719.35	9,287.37
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MEMBERSHIP DIRECTOR

In the new position of Membership Director, I:

- Assisted in creating this position within the national organization
- Formatted a working job description in coordination with the Treasurer
- Liaised with Treasurer on receipt of 65 renewal forms
- Oversaw the updating of the membership form on the website
- Created a welcome letter to new clubs and a welcome back letter to renewing clubs
- Answered membership queries resulting in a new club joining NNAC
- Sent a welcome letter to 1 new club and a welcome back letter to 64 renewing clubs
- Followed up on late renewing clubs by 'gentle reminder' letters and phone calls
- Initiated contact with Cooperators Insurance agent representing NNAC
- Oversaw the updating of the insurance information on the website
- Negotiated new Master & Certificate Policy for NNAC and member clubs of good standing
- Am in constant contact with the current Cooperators representative in this period of transition to full implementation of new policy in 2018
- Liaised with clubs seeking insurance information and purchase of insurance policy to fit the individual clubs' needs
- Liaised with Cooperators Insurance representative making presentation at the AGM conference and will meet, introduce and chair the Session
- Contributed to the creation of the budget
- Created an updated listing of renewed clubs, name and email contact of new Presidents and distributed to Board of Directors
- Submitted Membership reports for conference calls
- Participated in 2 Presidents' conference calls, 4 Board of Director conference calls, 1 Executive conference call, and 5 AGM planning conference calls
- Attended Annual General Meeting & Conference in Toronto
- Purchased bags for & convened the Raffle at the AGM
- Attended Executive meetings surrounding the AGM
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Respectfully submitted,
Bonnie Barber
Membership Director
NNAC

SECRETARY

This year has seen a change in the way official NNAC documents are preserved and archived. An online location accessible by all Board members under the NNAC gmail account was set up. All previous documents were converted to a file (if required) and uploaded to the site. Documents from 2013, the year NNAC was formed and incorporated, to present are now online totaling over 70 documents.

They include:

- ✓ Meeting minutes and agendas
- ✓ Insurance certificates
- ✓ Industry Canada filings

Other activities I have been involved with this year:

- ✓ Participation in and meeting minute's generation for two President's Calls
- ✓ Participation in and meeting minute's generation for five Board of Director's meetings
- ✓ Participation in and meeting minute's generation for one Executive conference calls
- ✓ Participation in and meeting minute's generation for five AGM organizing committee calls
- ✓ Attended Annual General Meeting & Conference in Toronto
- ✓ It has been my pleasure to work with our President in recruiting new Board of Director members for the upcoming 2017-2018 year

Respectfully submitted,
Cindy Dixon
Secretary, 2015-2017

REGIONAL DIRECTORS

Eastern Region - Beryl Keilty

I attended 2 president calls, four Board of Directors meetings and five AGM organizing meetings. I had a call from the Saint John / Kennebecasis Club asking our Truro club about Insurance costs. Both clubs pay about the same. I still enjoy my position after 21 years.

In Friendship,
Beryl Keilty

Central Region – Dianna Porter

It has been an honour and a privilege to have served my 2 year term as Central Region Director (Ontario) with so many talented and hard-working women on the National Newcomers Board of Directors. Thank you to our National leader, President Ellie, who has guided us faithfully and always shines with a happy spirit in spite of recent personal challenges.

We are all volunteers who believe in the spirit of our Newcomers clubs and we work together to help clubs stay strong. If you are a past president of a club, I strongly recommend that you offer your expertise and experience to the National Board. Please volunteer for a position to help our NNAC Board plan for future opportunities and to share your accumulated knowledge. Gail Cooke, past President of Burlington Newcomers has kindly agreed to accept the nomination for Central Region Director and I wish her the best of success. My contributions this past year include 100% participation in all Board of Directors Conference Call Meetings with regularly submitted reports. I was an active member of the 2017 AGM/ Conference Organizing Committee and recruited a new Board member. With phone calls & meetings, I supported the Oakville clubs while they sorted out their new club format. I participated in the Burlington Newcomers Club 50th anniversary celebration in May 2017 with a beautiful party at the Burlington Golf & Country Club with both Newcomers & Alumni members together. With the help of Sue de Paul, our Newsletter Editor, I drafted a promotional letter to encourage participation at our 2017 bi-annual National Newcomers Conference. The conference promotion letter was sent out to all clubs and was signed by our 3 Regional Directors, including Beryl Kielty (East) and Charlene Brooks (West). My best wishes to incoming president, Cindy Dixon, for continued success and great leadership.

Respectfully submitted,
Dianna Porter

Western Region – Charlene Brooks

We wish Charlene well as she completes her term on the Board of Directors.

WEB EDITOR

October 2016 marked the beginning of my role as the NNAC Web Editor. I sincerely appreciated the orientation that I received from the outgoing Web Editor, Kristen Cordes.

During the 2016-17 year, I carried out the following tasks:

- Updated the names and photos for the NNAC Board of Directors on the NNAC website.
- Updated the email forwarding for members of the NNAC Board of Directors who were new or who had taken on new roles.
- Updated club information on each of the NNAC provincial web pages, as club membership renewals were received.
- Updated club information on each of the NNAC provincial web pages when various clubs notified NNAC about changes in the name of their President or other executive members.
- Checked every member club listing to ensure there were no broken links to member club web sites.
- Coordinated all member club listings so that clicking on a member club website address would open up the club website in a new tab.
- Posted information to the NNAC blog as it was received (e.g., Ottawa Citizen story about Newcomers; announcement of Toronto AGM dates)
- Posted new photos as they were received (e.g., Burlington Newcomers 50th anniversary party)
- Created a 2017 AGM page to enable member clubs to stay abreast of the latest information about the Toronto AGM.
- Posted updated information to the 2017 AGM page on an ongoing basis.
- Posted updated Co-Operators Insurance information to the NNAC website.
- Turned the 'Resources' section of the NNAC website into a password-protected section, so that only clubs could access Co-Operators Insurance information and a variety of information useful to clubs, including past AGM information.
- Emailed all clubs (President, Membership Chair, Newsletter Chair) to let them know the password for the new password-protected section.
- Responded to enquiries from clubs who had lost the password information.
- Created a new Gmail account so that NNAC documents could be stored on Google Drive, to be shared by all NNAC board members.
- Investigated the use of Skype and FreeConferenceCall.com for the purpose of holding online Board meetings, to save on telephone conference costs.

It has been a pleasure to serve as the NNAC Web Editor during the past year, and I look forward to continuing to improve the NNAC website in the upcoming year.

Respectfully submitted,

Anne Lavack
Web Editor, 2016-2017

DIRECTOR-AT-LARGE

I assumed this position following the Teleconference AGM in October 2016. I met with the previous holder of the position and took possession of the Newcomer/Alumnae/Alumni pins. I am also in possession of an Agent card for the Royal Bank of Canada as a deposit only person for National Newcomers Association of Canada. I have used this card three (3) times...to deposit the \$1000.00 cheque from Cooperator's Insurance for our upcoming AGM in Toronto, to deposit my registration fee for the AGM and to deposit the purchase fee for an Alumnae pin from a member in Cornwall. All documentation for these transactions scanned and sent to the Treasurer.

I have received only one (1) request for a pin during my tenure.

I have participated in three (3) Board of Directors conference calls, as well as two (2) President's calls.

I will be attending the AGM in Toronto and will have our Newcomer pins available for purchase.

I have been a member of the Board of Directors for National Newcomers for almost 5 years, as the Newsletter Editor and Director-at-Large. I strongly urge members nationwide to either volunteer for your local club, or to consider volunteering for the National Newcomers Board of Directors. You will never regret your decision.

Respectfully submitted,
Rosemary Sorfleet
Director-at-Large

NEWSLETTER EDITOR

I started my role with the NNAC in September 2016 and at that time I redesigned the look and feel of the newsletter to be an email newsletter that provides the content directly in the body of the email. We have eliminated sending The Link as an attachment in an email.

With the new style of email newsletter, using the free mail service tool, Mailchimp, we have been able to get statistics on how many people read the newsletter, how many click on links within the newsletter to receive further information about a topic, and how many people that don't open the newsletter or forward it to their members. This provides us with valuable information to determine how The Link is being read and used by the members.

The response to this format change has been positive and encouraging. We are getting, on average, around 65% of recipients that read The Link. We are looking at ways to increase the open rate to the average of around 75% for email newsletters.

During the past year, I have sent out three Link Newsletters and one special edition newsletter for the AGM. I have participated in four NNAC Board Conference Calls as well as two President's Calls.

Respectfully submitted,
Sue DePaul
Newsletter Editor