



ANNUAL GENERAL MEETING 2024
OFFICE REPORT

It was another busy year for the office, and it handled numerous work. Some mentionable office work includes:

- x processed membership applications (lifetime and annual) and annual renewal for the fiscal year 2024/2025
- x handled and responded to emails, mails, and phones, and greeted in-person visitors when someone dropped in and inquired about different questions
- x updated the UVRA website as required
- x sent group posting every Friday, including a variety of events
- x assisted the newsletter editor with PDF documents inserted if needed, sent the completed newsletter to UVic print shop to print booklets for members to post who have no email
- x maintained an inventory of office supplies, replenished as necessary
- x organized social events for the members
- x printed and documented all necessary paper files for official records
- x wrote the Board meeting minutes
- x helped with conducting a survey and summarizing findings

Cordial thanks to all the board members for their continuous support and guidance on running the office more effectively.

Below is the summary of office updates from June 2023 to May 2024:

Office Update: June 2023 to September 2023

- x The UVRA office the UVRA website was updated

