

Deep River Community Association, Inc.

Annual General Meeting, No. 1144

January 29, 2018

Secretary's Report

The employment agreement with the DRCA's long-time secretary, Barb Morin, came to an end October 31, 2017. At the end of November 2017, I was appointed Acting Secretary. By-laws regarding the position of secretary were written on the assumption that the DRCA would employ a paid secretary and as this is no longer necessarily feasible, these by-laws are part of the proposed changes to be voted on later in this meeting.

My original and ongoing role has been to act a liaison between the DRCA and its member clubs. To this end, I began the DRCA Communique emails updating and informing clubs of pertinent information throughout the year.

During the summer months the DRCA was able to hire a summer student, Brittany Boor, who was tasked with creating a new website for the DRCA. This site has been live for a few months now and is at drca.ca. The vision for the website is that it becomes a one-stop location for information on clubs and activities in our area as well as information about the DRCA. Member clubs each have their own page listing basic information including their purpose and contact information and links to any external website they may have as well as their Facebook page, if they have one. Clubs may choose to expand their presence on the DRCA site, for example list fees, executive members, documents, etc., for a negotiated fee. Another feature of the website is an Events page which has a submission form. Attempts are made by myself to find events in the North Renfrew Times and post them, but my time is limited and submissions directly from clubs would be helpful. I have been promoting the website on social media and feedback has been positive. Clubs are encouraged to promote the site when possible.

Additionally, our online presence was expanded to Facebook this summer. This is another means of communicating with members and the public. Member clubs are "followed" by the DRCA page and when time permits, I share members' events and announcements to help reach a wider audience.

This winter the DRCA joined the Ontario Non-profit Network. In their words, the ONN is an independent network focused on policy, advocacy, and services to create positive change for Ontario's non-profits and charities. The ONN provides information regarding legislation affecting non-profits, including the upcoming changes to the Ontario Non-profit Corporation Act and the recent Bill 148 – The Fair Workplaces, Better Jobs Act. This bill isn't only about minimum wage, but also cracks down on how employees are classified (employee or independent contractor), changes to vacation pay and leave time. Any club with employees or independent contractors should be looking into these changes. The DRCA will be developing an area on its website to pass on this information.

In addition, the ONN offers a buying program with Staples. At one time in the past the DRCA offered a buying program for its members and once again we can do that. The buying program offers significant discounts on many office supplies. Clubs wishing to place orders through the

DRCA should visit the Member Info area of our website or email drca.secretary@gmail.com for more details.

Another change made this year was to reformat and send out the Annual Registration forms by email. Investigation into the Ontario Corporation Act and our insurance policy revealed that there was no reason to be collecting so much information from each club every year. We are only required by law to have a register of members, which are the clubs, along with addresses and join and end dates. It had been requested in the past that the forms be offered digitally. Each club received their own form with the latest information the DRCA had enabling clubs to update or verify the information and email it back. So far, the rate of return has been fair, much like when the forms were mailed out.

It is the desire of the DRCA that moving forward we can continue to strengthen the ties between ourselves and our communities through communication, service and an increased awareness of all that our members have to offer.

Respectfully submitted,

Cheryl A. Smith