



17th Annual General Meeting
April 5, 2018 – Yellowknife, NT

Executive Director's Report

I foolishly tell myself to keep these reports brief. I'll attempt it once again.

PAPERLESS RECORDS

Perhaps the biggest highlight this year is the start of our move to paperless. Last November, Council approved the office's transition to paperless records. In February, our legal counsel gave their blessing and our auditor fielded our audit without any paper records. Following further test drives, checks, and balances at the start of 2018, NWTA A is officially en route to having a paperless office. The transition will be slow, but it is anticipated that all Association records will be digital by this time next year.

Benchmarks are in place to ensure none of our records are lost or compromised, including a thrice-redundant and encrypted back-up of all data and the all-important rule of thumb for destroying paper documents: *When in doubt, ask Council.*

The expected outcome is a more efficient office and a well-preserved & future-proof archive. Added perks include tangible data for analysis, instantly and remotely accessible records, and the opportunity for database integration. The added novelty is an Association that literally fits in a pocket.

BYLAWS & POLICIES

Last year, I reported that a review of the Association's Bylaws and Policies was nearly complete. The work on both has been more arduous than expected, of course. The result of the office's initial bylaw review is to recommend a full revision immediately followed by a short series of amendments. I intend to provide a brief overview of the revisions and amendments at the Annual General Meeting, and to suggest that, once Council has conducted its own review, a special meeting be called later in the year to approve the proposed revision and amendments.

Similarly, the near-complete review of policies and procedures will result in a recommendation that Council revisit all existing policies and review new ones for approval.

NATIONAL ACTIVITIES

Last June, CALA welcomed its new Administrative Coordinator (care of AIBC) who will be centralizing most of CALA's operations and providing an administrative eye on all of CALA's activities.

And, last October, I volunteered to serve on RAIC's Steering Committee for the Canadian Handbook of Practice (CHOP) revision. I'm happy to report that the revision has been proceeding as planned and under the watchful eye of RAIC's staff, and that the CHOP Editorial Board has been very active. I'm also happy to see our own Kris Schlagintweit on that Editorial Board. In the coming weeks and months, there will be further calls for the profession to participate in section writing groups and other roles. I hope our members consider these opportunities to help shape the profession's core resource.

OPERATIONS

Once again, I'm elated with a personal sense of pride that our auditor has given their nod of approval without issue. Thanks to our digital records, we've also been advised that our 2018 audit may not require on-site exercises – this could significantly cut the auditors time on our case.

The office's routines and systems continue to be refined and documented. Council is now equipped to easily manage the Association's operations in a pinch. Council is also keen to have a risk register in place, which will include a volatility assessment and emergency plan.

Finally, the office is currently weighing a short list of options for accepting and processing credit cards and should have something in place well before the next renewal season.

As always, I sincerely thank Council and our committees' members for serving the Association. It is a pleasure to work alongside a small-but-passionate group of professionals.

Respectfully submitted,

Ben Russo