

BCODN Annual Report 2008-2009

AGM June 16, 2009

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BCODN is a non-profit organization that provides programming to corporate & not-for-profit organizations, senior OD practitioners, consultants, and students. In collaboration with our affiliates, we strive to increase the awareness of OD in the business community and explore new OD models, & best practices.



Governance

The BCODN is governed by the BC Society Act and the BCODN Constitution and Bylaws that were filed with the Registrar of Companies at the time of the legal registration of the BC OD Network on August 10, 2004. The BCODN is also guided by the current practices and guidelines as posted on our website.

BCODN Directors and Board Members for 2008 - 2009

- Lisa Ryan, President
- Christine Ho, Vice President and Communications Chair
- Katie Wyka, Secretary
- Antonio Gomes, Treasurer
- Teresa Comey, Member Relations, Registration and Program Support Chair
- Tanya Schecter, Professional Development Chair

Three directors will be putting forth their nomination for 2009-2010 to provide continuity for 2008 – 2009:

- Lisa Ryan
- Antonio Gomes
- Teresa Comey

Goals and Strategies for 2008 - 2009

This past year's Board has continued to build off the Strategic Direction of the previous Board to focus our efforts on:

1. *Finding easy ways for members network and share information*
 - ✓ Improve our website
 - ✓ Continue with quality content in our e-newsletter
2. *Providing peer learning tools and opportunities*
 - ✓ Workshop focus on skill development and new tools (i.e. Vision Integration)
 - ✓ Workshops focus on self-awareness and development (i.e. Conflict)
 - ✓ Partner with affiliate organizations like BC HRMA, Vancouver ISPI and ICF Vancouver (e.g. Coaching Panel with ICF)
3. *Organizing uniquely OD professional development.*
 - ✓ Continue to promote and expand BCO (Building Community Organizations)
 - ✓ Offer opportunities for members to design and implement development opportunities that meet their needs (e.g., Systems-Based Facilitation).

BCODN Membership and Events

Submitted by Teresa Comey

2008 – 2009 has been an exciting year of membership growth. The BCODN membership has grown to now include 85 memberships and two corporate memberships which allow for up to 8 participants at events. This is a very healthy membership level. Membership period runs from September 1st to August 31st of each year. We have sought to deliver value to our members through educational events, newsletters, networking opportunities to mention a few benefits.

In order to serve our members, the BCODN held one event each month. This included three networking sessions and six workshops. All events were well attended and the feedback indicated that the expertise of our speakers was very well appreciated.

BCODN 2008/2009 workshops:

- Labyrinth Event with Diana Ng
- Mental Toughness with Terry Dillon
- Turning Conflict into Opportunity with Roy Johnston
- Coaching as an OD Intervention in partnership with International Coaching Federation
- The Art and Discipline of Vision Integration: How visionary leaders make it happen with Jeff Balin
- An Introduction to System Based Meeting Facilitation with Christine Ho

The BCODN networking events included a Fall Social and a Spring Social held at the Dockside in the Granville Island Hotel and an intimate Christmas Social held at a board members' home. These events were also well attended and there were plenty of opportunities for BCODN members and non-members to mingle and engage in great conversations.

Secretary's Report

Submitted by Katie Wyka, BCODN Secretary

The Secretary serves as an active member of the Board to support the vision, mission, and values of the organization by attending board meetings, keeping minutes and keeping custody of the documents (other than financial documents) of the organization. The Secretary is also responsible to provide a mailing address for the Association and forward mail as necessary.

The Secretary also helps to review, interpret, and suggest updates to Policies and Bylaws. Over the past year, the Board has only made a few changes to its internal operating processes (Board member guidelines) as well as to the association's By-Laws and policies - all in the interest of being a more effective Board. Revised policies and by-laws are posted on the association's web-site at www.bcodn.org . Highlights of changes are as follows:

- On-line Event Promotion Policy

- Guest Speaker/Presenter Guidelines and Policy for Guest Attendees with Speakers

Treasurer's Report

Submitted by Antonio Gomes, Treasurer

This year the Treasurer's report will cover the period from May 1, 2008 to April 30, 2009. Accountant report and corporate filing will be forthcoming at the end of June 2009.

Year's Highlights:

Our transition from Sporg to Beanstream and utilizing Gifftool has made our accounting and track much easier. The reports are clear and timely. Bank reconciliations are quite simply to do and accurate. Our systems transitioned over in November/December. The new systems are excellent and very user friendly.

We were able to maintain our investment strategy last year and have \$ 9,000 in investments and have made at least \$180 in interest with more to come. Our strategy going forward is to be able to maintain this investment and review as needed. We have the term deposits broken down into two separate terms of \$6,000 and \$3,000 which allows us more flexibility should we need to access funds. These funds will need to be reviewed by the incoming Board to ensure that the funds are utilized or invested appropriately to ensure the membership is receiving value for their membership dollars.

While our revenues were lower this year so were our expenses. In previous years we have brought in more expensive speakers and workshops and hence our expenses were also higher. This is not a concern for us as far as bottom line as long as we are breaking even with Revenue and Expenses we should be able to maintain the status quo. The board has been discussing revenue generating strategies and will likely develop that strategy over the coming year.

Currently we are still offering a \$1,000 honorarium to our communications specialist.

Last years' financial statements are also available for members and the summary is outlined below. It should be noted that the accountants that are reviewing our books are doing us a favor and they are not able to accommodate as quick a turnaround for our June AGM given that they only receive the books in early May and are swamped with Tax season.

Financial Summary as at April 30, 2008
Per review by Colin Fraser Financial Services LTD.
Statements are available for review.

Assets:

VanCity Cash Account	\$ (2,192.00)
Investments	\$ 18,071.00
Capital Assets	\$ 3,656.00
Total	\$ 19,535.00

INCOME:

Total Income	24, 543.00
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EXPENSES

Advertising and Promotion	965.00
Amortization	1061.00
Guest Speakers and workshops	11,934.00
Honararia	500.00
Web-site services	2,861.00
Office	62.00
Accounting	788.00
Total Expenses	18, 171.00

These are the current report which have not been reviewed by the accountants

Financial Summary as at April 30, 2009

Assets:

VanCity Cash Account	\$ 5,242.10
Investments	\$ 9,120.18
Total	\$ 14,362.18

INCOME:

Membership Renewals	0.00
Corporate (@\$500)	1,084.00
Regular (@ \$75)	3,524.16
Student (@ \$65)	140.00
Meeting Drop ins	215.00
Workshop Registration Fees	5,100.81
Interest	58.73
Misc Income	0.26
Deposits (other)	385.00
	0.00
<hr/> Total Income	<hr/> 10,432.96

EXPENSES

Catering - Monthly Meetings	890.54
Stationary	176.57
Honorarium	1,000.00
Gifts for Presenters	0.00
Web-site services	4,337.14
Workshop Expenses	1,245.63
Accounting	787.50
AGM	0.00
Banking	39.67
Petty Cash	0.00
Refunds & Cancellations	195.00
SPORG/Beanstream/Giftool	3,260.00
BCO	0.00
<hr/> Total Expenses	<hr/> 11,963.75

Recommendations for 2009/10 are similar to last year's recommendations:

1. Separate budgets and estimates/variances revenues/expenses established for each major business activity area including now that we have appropriate registration software we are able to review our intake and budget a little more appropriately:
 - a. Professional development workshops
 - b. Monthly sessions
 - c. Administration

2. More preplanning required for all projects and as it relates to cost recovery, we need to have a better sense of how much we are going to spend on each event and budget accordingly. We need to have a half-day team session together to look at budget and plan for the coming year.

3. General expenses (e.g., web site services, communications, BODN expenses activities such as planning sessions, etc.) should be covered by membership fees and additional revenues need to be generated by workshops.

4. Continuation of the investment strategy to provide longer-term protection to members we have been very successful in previous years and have a health investments.

This year the Treasurer's report covered the period from May 1, 2008 to 30 April, 2009. Accountant report and corporate filing will be forthcoming at the end of June 2009.

Building Community Organizations (BCO)

Submitted by the “Keepers of the Flame”: Neil Kyle, Debra Rasmussen, Sheila Bouman, Larry Birckhead

The BCO Vision

- The BCO group makes a difference. They transfer skills, knowledge and perspective to their clients.
- The BCO group creates value for the community.

The BCO Mission Statement

The BCO group creates a difference by working with non-profit clients to build community organizations, by:

- Supporting non-profit clients to achieve their vision so they are better able to service their clients and community.
- Facilitating collaborative learning to enhance OD practices and capabilities, and the transfer of increased learning and these capabilities to the client.

Description of the BCO Initiative

The BCO initiative is a mentorship program for practitioners of Organizational Development (OD). Under this program, OD practitioners volunteer to work on organizational issues with non-profit client organizations in the lower mainland. The backgrounds of the volunteers range from students of OD programs to experienced OD professionals looking to expand their learning while working with others to give back to the community. The volunteers typically work in teams and are shadowed and led by a senior consultant who provides them with coaching and mentoring as they work collaboratively with the non-profit client generally on 2 – 4 month long projects. The senior consultants have at least 10-15 years of OD experience and work closely with the consulting team at each stage as the project progresses and contacts the client for information only, leaving the consulting to the volunteer team.

Expanding Building Community Organizations

BCO initiated a series of breakfast meetings this year in order to a) attract practitioners and mentors and b) to generate ideas for attracting new projects. The meetings turned out to be effective in accomplishing these goals and provided networking opportunities as well. Notices and meeting outcomes were reported in newsletters keeping members attuned to the opportunities available.

BCO continues to nurture relationships with Leadership Vancouver, Volunteer Vancouver, and the United Way even though word of mouth and direct contact by BCODN members have proven more successful in bringing projects into the pipeline.

Building Community Organizations Projects in 2008/2009

We have had two initiatives complete this year, two new ones begin, with others lurching into and out of existence for one or more reasons.

One completed initiative focused on strategic planning for a north shore ski club while the second supported a departmental redesign during concurrent to the upheaval of their accreditation process.

Projects still in the planning stages include what may easily be the first phase of a protracted and staged intervention with a start-up focusing on environmental sustainability. The second project is with an organization that is trying to reconfigure itself to operate without the resources of an Executive Director with BCO support to help their strategic planning process through this difficult period.

A third effort BCO is planning comes from an opportunity to utilize space in the new convention centre by producing an event intended to help BCODN members better understand what BCO is all about and source potential clients and consultants for future opportunities. Given that our best projects have come from personal contacts of members, we hold great expectations that this activity will solidify the role of BCO within the larger organization and generate additional project ideas.

BCODN Communications

Submitted by Christine Ho, VP & Communications Chair

Overview of Goals

- To increase the profile of BCODN as a learning network in BC's OD community
- To facilitate effective two-way communication between BCODN and members
- To build on existing communication vehicles (i.e. the BCODN newsletter and web site)

Recommendations from 2008 for the 2008/09 Season

- Ensure our web site is fully functioning by end of Fall 2008 as a resource for our membership, parties interested in membership and our volunteers and Board who need a centralized location from which to access resource materials.
- Ensure the communications chair has communications skills and knowledge to lead the communications efforts.
- Recruit volunteers and other resources as required to execute the communications strategy and plan.

Key Achievements in Support of Goals & Recommendations

- Focused on bringing value through communications efforts such as the monthly newsletter and email distribution of timely information relating to events, professional development programs, affiliate organization announcements and career opportunities
- Developed processes that enabled timely dissemination of communications leveraging skills and efforts of three person team: communications chair, communications specialist, administrative assistant
- Continued to build consistent identity for the BCODN by utilizing brand and cascading identity through all communications vehicles
- Replaced antiquated content management, mail server and database technologies related to our proprietary website, and created processes to transfer data from our new third-party registration tool
- Launched, tested, re-launched, re-tested aspects of our website (e.g. events pages, Board of Directors document repository, members directory) and web-related technologies (e.g., member database) to ensure the website functions as a centralized resource
- Continuously assessed and reassessed communications commitments and resources to address critical success factors.

Highlights of Communications Accomplishments in 2008/2009

Communications Chair

The primary duties of the communications chair this year included:

- Training a new communications specialist
- Working with the communications specialist, volunteers, directors of the Board, other BCODN committees, vendors and partners to ensure alignment in implementing the communications strategy
- Leading and executing projects related to replacing/adding web technologies

- Overseeing all communications efforts including publications of monthly eNewsletter, advertisement sales, cross-promotions with affiliate organizations, program announcements, website updates, etc
- Supporting the communications specialist
- Training and supporting the administrative assistant
- Providing input on matters that directly and indirectly impact communications efforts and/or that communications efforts impact

Communications Specialist

In September 2008, we recruited and began working with a new communications specialist, Kathleen Allisen. Kathleen has been instrumental in developing processes to conduct communications work. She learned and/or trained on various communications technologies including the content management system, mailing server and online events listings. As the communications specialist, Kathleen ensures that our eNewsletter is published monthly and that our email announcements are disseminated in a timely and professional manner.

Administrative Assistant

Our third-party membership and event registration tool relies on manual processes to “transfer” information captured in that system to our mailing applications and proprietary member database. The Board recognised the need to find a resource to help with these administrative duties.

In January 2009, we recruited and began working with an administrative assistant, Natasha Greensite. In addition to assisting with the upkeep of our mailing and membership data, Natasha has also served as a secondary resource for communications efforts such as the dissemination of our eNewsletter and email announcements.

www.BCODN.org Website

The newly designed BCODN web site launched in June 2008 and six months later, with the help of our communications specialist and web developer, we had a stable website that our members and friends could navigate easily.

By Spring 2009, we augmented the functionality of the website to include real-time content updates, unique login functionality for each registered member, improved events listing, and a revised, dynamic member directory which allows members to update their own data.

The www.BCODN.org website is an online resource which has taken over a year and a half of volunteer efforts and outsourced web development to bring to its current state. We are proud to offer this resource to the BCODN membership.

Online Registration

In the Fall of 2008, we implemented our new online registration tool, replacing technology that had been retired. Teresa Comey, Board member and co-chair of the professional development committee, played a huge role in sourcing this third-party service supplied by GiffTool.com. Teresa continues to be our GiffTool registration expert, maintaining the service and working closely with the communications team to ensure our professional development programs (and membership tiers) are prepared for registration in a timely and professional manner.

Email Communications

Our communication efforts in advertising, informing and disseminating details of our BCODN professional and social networking events this year has supported the success of our monthly gatherings.

A good mix of BCODN members and friend continue to attend each of our workshops and programs. Cross-promotion with affiliate organizations such as the ICF-Vancouver Chapter allow BCODN members to network with those outside the OD field at BCODN events.

In addition to announcing BCODN events, the communications team also publishes advertisements for other workshops and programs of interest to OD professionals. Including our monthly eNewsletter, the communications team has mailed out over 40 pieces since the start of the current season in September 2008.

Recommendations for the 2009/2010 Season

- Ensure the communications chair has communications skills and knowledge to lead the communications efforts.
- Recruit volunteers and other resources as required to execute the communications strategy and plan.
- Specifically recruit a communications specialist to support and maintain communications efforts.
- Support efforts to create additional revenue streams through communications and/or communications-related vehicles.
- Collaborate closely with membership committee and integrate our efforts as much as possible.

Acknowledgements

The overall streamlining and success of all the various BCODN communications efforts is a direct result of the attention and hard work of the extended communications team. I would like to offer my thanks to Kathleen Allisen, Natasha Greensite, Teresa Comey, Lisa Ryan and Katie Wyka for contributions they've made throughout the past year towards BCODN communications. Thank you to the entire Board of Directors for supporting all the proposals and recommendations I put forward to improve our communications work. Your support and trust are very much appreciated.

Strategic Plan 2007 – 2012

The Network's vision was developed with 2006-2007 Board of Directors and the 2007-2008 Board continued to use it as a guide for our activities.

Vision

Helping you create remarkable experiences.

Mission

BCOND exists to:

- Provide a supportive learning community for OD Professionals to network with their peers and to engage in activities to enhance their professional development;
- Have an impact on individuals, their workplace and community
- Create awareness of the value of OD within the various communities in the province of BC

Values

We share the same values as the Organization Development Network:

- Social responsibility: contributing to the benefit and well-being of the earth and its people
- Social justice: contributing to equitable policies, principles and practices in organizations and communities
- Appreciation of the interconnectedness of systems
- Inclusion of people, ideas, perspectives and cultures
- Continued improvement and innovation in organizations
- Participatory approaches to organizational change and management that respect the contributions, dignity, and worth of all people
- Collaboration and partnership with clients
- Cooperation and support among colleagues
- Ongoing personal and professional development
- Knowledge of self and understanding of one's impact in the OD process.

Goals, Objectives, Strategies

Goals 5 year	Objectives 1- 3 year	Strategies 1 year
Easy ways to network and share information	Members organize, influence and manage the direction of their own communications and interaction.	<ul style="list-style-type: none"> ▪ Provide an electronic medium for members to share information. ▪ Host fall networking event to establish connections and relationships, and to recruit members. ▪ Host a member-appreciation event at the end of each year
Peer-learning	Members connect to initiate and support their own and each others' learning.	<ul style="list-style-type: none"> ▪ Provide tools and processes for membership to initiate learning with each other (place to post tools on web, pro-consult format). ▪ Board will host events / case studies / pro-d based on the emerging interests of members. ▪ Facilitate collaborative learning that enhances OD practices and capabilities in our members while transferring increased capabilities to non-profit clients (BCO)
Vibrant and diverse membership	Attract and retain members who represent diverse aspects of OD.	<ul style="list-style-type: none"> ▪ Maintain membership offering, prices, etc. ▪ Use marketing / communication strategies that are distinct for members and non-members. ▪ Assign a Board liaison / contact for each member.
Valuable hub for resources	Recognized as the go-to place for receiving and sharing information within the OD community.	<ul style="list-style-type: none"> ▪ Establish and promote consistent use of a brand and tag line ▪ Charge fees for non-members to communicate with our members. ▪ Maintain a member-only resource centre (calendar, tools, templates)
Uniquely OD professional development	Translate best practice / innovative OD into my own professional practice.	<ul style="list-style-type: none"> ▪ Offer one or two premier professional development workshops.

Concluding Remarks

Submitted by Lisa Ryan, President

As I reflect on my second year on a BC Organizational Development Network's Board of Directors and in the capacity of President, I am proud of the work we have done as a team. With just six volunteer board members who have busy personal lives, we put together a great year for our membership. Together, we have

- Grown our membership to 85 individual and 2 corporate members
- Updated our on-line Event Promotion, Guest Speaker/Presenter Guidelines and Policy for Guest Attendees with Speakers
- Transitioned from Sporg to Beanstream and utilizing Giftool, making our accounting much easier with clear reports and simpler bank reconciliations.
- Kept expenses low while continuing to bring in good revenue..
- Held one event each month - three networking sessions and six workshops. All events were well attended and the feedback indicated that the expertise of our speakers was very well appreciated.
- Enhanced our relationship with Vancouver ICF with the co-sponsored Coaching Panel event in April.
- Continued with BCO initiative to provide valuable pro-bono work for non-profit clients and learning opportunities for consultants. Two initiatives completed this year and two new ones began.
- Our communications team replaced antiquated content management, mail server and database technologies related to our proprietary website, and created processes to transfer data from our new third-party registration tool. This required considerable testing and training all so we could enjoy as members a more functional website and timely and professional communications.

I have enjoyed my second year as President and hope to be honored with another term with this great professional association. I have enjoyed shifting my focus from internal governance and team functioning in my first year to developing affiliative relationships and connecting with members at events. If elected, I look forward to continuing to develop our affiliative relationships and revisiting our strategies.