

## VICE PRESIDENT ADMINISTRATION COUNCIL REPORT

SEPTEMBER 15, 2012

The Volunteer Handbook is completed. I will update the information about volunteer times and executive members after our AGM.

I want to emphasize how fortunate MGS is to have such a marvellous group of volunteers. We have 45 volunteers that do regular work for MGS. This number includes our executive and the Wednesday Night volunteers. We are also well served by the Branches. Thanks to Daryl we are going to be adding 3 more individuals to this number. I questioned 28 of these volunteers about what they do as volunteers and was most impressed with their level of knowledge about their duties and their commitments to their tasks. They also are making sure that others know how to do their particular activities. I think this high level of responsibility is a very positive part of MGS. You might be interested in knowing that from August, 2011 to July, 2012 there were 7,311 volunteer hours spent at the Resource Centre. This number does not include the hours our volunteers spend at home or out at activities such as Folklorama. We serviced 835 patrons at the Resource Centre. This last month the volunteers have logged in for 477.5 hours and we had 40 people walk into our Centre.

We introduced a communications booklet and it is used from time to time. It is helpful to me as I check it every time I come in and can find out what is going on at a glance. I encourage everyone to make use of it.

I still have to update the Rolodex and clean out our filing cabinets. While for the most part the office is organized it still needs to be clean up some more. We need a better place for computer paraphernalia. We hope that when the files that are going to the Archives are gone we made have that space. Linda White has been working on preparing the items for the archives. She took a summer hiatus and hopes to start again this fall. Hopefully this task can be done within the year. It is an onerous task and we are grateful that Linda with her archival experience is able to do it. Just to let you know one of our minute binders is missing; the one that had the minutes from this past year and a few years back. We have made a new binder for this year's minutes but hope to find the missing one so we don't have to make copies for the other years.

We are having our AGM on Saturday, October 20. There is a sign- up sheet on the office door. We are planning to have lunch at the Fortune Cooking next door. It is your opportunity to find out what that chopping noise we hear from time to time really is. We will all pay for our own lunch but we hope to have a set fee, so we need a number. Please sign up soon and please come.