

1990-91
ANNUAL
REPORT

Association for



Volunteer Administration

Anniversaries are a time for taking stock - looking back over the past and looking ahead to the future. This year marks AVA's 30th year as a professional association, providing an opportunity to feel proud of all we have achieved thus far and to set our sights on goals for the coming years. During the past three decades, the job of leading volunteers has undoubtedly acquired many of the characteristics of a viable profession - a body of generic knowledge, scholarly research, credentialing, journals and publications, educational opportunities - and AVA members have played significant roles in these developments. Furthermore, just as the profession has grown collectively, so has AVA evolved as an association.

More specifically, the work of the past year includes . . .

- The final recommendations from the Mission and Structure Task Force - the culmination of two years of careful deliberation and input from the membership - will be presented at the 1991 Annual Meeting. These recommendations include: clarification of AVA's mission on serving professional leaders in the field; simplification of membership categories to allow for expanded representation and a more inclusive approach; and a shift in emphasis to regional activity and the need for greater support at this level.
- A mid-year retreat for Regional Chairs and Vice-Chairs was successfully held in March, providing a new opportunity for these important leaders to meet. Their time was well spent in learning from each other, formulating specific recommendations to the board, planning for the coming months, and becoming re-energized. The retreat also served as proof of the enormous commitment and talent within AVA at the regional level, and signalled a strengthened partnership with the board and staff.
- The 1990 International Conference on Volunteer Administration was successfully planned and executed by AVA members in Kansas City last October. Their dedication and hard work once again made it possible for AVA to offer this annual event which serves the individual members of our profession.
- A successful Annual Fund campaign demonstrated the grassroots support from all corners of our membership. Contributions ranged widely in amount, and many were accompanied with notes expressing confidence in our future.
- Our accounting system has been brought fully in-house, thus enabling us to generate less expensive and more useful data than ever before. Reports are now available that provide helpful planning information, and every board member is operating from a sound understanding of our financial operations.
- A three-year deficit reduction plan has been approved, which includes specific goals for increasing numbers of members, subscription revenue, and conference revenue while holding the line on expenses. This plan includes a

new policy related to regional budgeting and fund raising which reflects a more unified and clearly defined integration of regional and administrative financing.

■ A network of regional Public Issues Liaisons has been established to stimulate advocacy activities at the local, state and federal levels. In addition, a Washington Core Group has been formed to monitor federal legislation that affects volunteerism and to continue working toward the introduction of a Volunteer Recognition Act. Both the Liaisons and Core Group provide a vehicle for collaborating with other organizations that have expertise in advocacy and legislative action.

■ A grant was awarded to AVA by the United Parcel Service Foundation to support training in the field of volunteer administration. A major portion of this will be distributed by AVA in the form of mini-grants to fund specific innovative training projects. A request-for-proposals process is underway to identify potential recipients of these grants.

■ Concrete efforts to strengthen AVA's relationships with kindred associations and nonprofit groups have begun in the form of a "collaboration campaign." A survey and materials about AVA have been sent to over 75 such groups in order to solicit specific information on how we might work together in areas such as information sharing, certification, conferences, product sales, and advocacy. This proactive initiative will provide a valuable basis on which to build future collaborative efforts.

■ The Relocation Task Force has assessed the feasibility of moving our administrative offices to the Washington, DC area. Their findings reinforce the board's sense that the time is right for this change, preferably in January of 1992. The Task Force will continue to plan such a move in a way that does not significantly increase our operating costs, and with minimum disruption to member service and association activity.

All this activity within AVA has been surrounded by many changes in other areas of our field: major publicity campaigns have been launched, the shape of other key organizations have been altered, and economic shifts have affected many of us within our own work place. The year ahead will undoubtedly see a continuation of such dramatic changes, and it is difficult to predict what new configurations will emerge when the dust settles. But what does seem clear is that AVA must not be stagnant and insular if we are to achieve our next anniversary benchmark. We must remain loyal to the principles that have guided us thus far, and be courageous in breaking new ground. Perhaps our greatest asset in all this is the independence, creativity and determination of our members – individually and collectively. That is the critical element in both our past and our future, and is surely cause for celebration.

Happy Anniversary to us all!



Katherine Noyes
President

MISSION STATEMENT

The mission of the Association for Volunteer Administration is to shape the future of volunteerism, nationally and internationally, by strengthening and promoting the profession of volunteer services management. Members share a vision of the effective involvement of volunteers at the local, regional and national levels and a commitment to the development of professional skills.

Membership in AVA, open to salaried and non-salaried individuals, is recognized as an important indication of a commitment to a career in the field of volunteer administration. To this end, the Association:

- Determines ethics and standards for professional volunteer administration;
- Conducts the International Conference of Volunteer Administration – a national forum for discussion of common concerns, exchange of knowledge and experience, and interaction with the profession's outstanding practitioners;
- Develops and disseminates pertinent information and resources through *The Journal of Volunteer Administration*, and other quality publications;
- Offers opportunities to exercise leadership within the profession;
- Sponsors the Performance-Based Certification Program, which identifies the competencies of the profession of volunteer administration;
- Provides information on national issues affecting volunteerism;
- Recognizes outstanding contributions to volunteerism through an annual awards program.

MEMBERSHIP AND PROGRAM GOALS

- Increasing and diversifying the membership.
- Establishing standards of professional excellence that are widely acknowledged.
- Broadening and strengthening professional development activities and technical support.
- Discovering and disseminating effective techniques and technologies.
- Influencing the enactment of supportive public policies.

RESOURCE GOALS

- Developing and rewarding effective volunteer and staff leadership.
- Creating and implementing a more unified, efficient and responsive organization that meaningfully involves members.
- Initiating collaborative relationships with other organizations.

(Adopted June, 1988)

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AVA has memberships in Canada, Ireland, England, Australia, Japan and Hong Kong and subscribers to *The Journal of Volunteer Administration* worldwide.

COMMUNICATION



One of AVA's primary tasks is to provide information to its members, the community of volunteer managers, and the general public. Our publications put members in touch with public policy issues, membership activities, and educational materials relating to volunteerism and administration.

■ Four times a year AVA publishes *The Journal of Volunteer Administration*. Articles are presented on program management, model projects, and tested techniques for successful volunteer involvement. The articles represent a wide diversity of program types, settings, and geographical locations, with emphasis on how to apply the experiences of others to new settings. The latest in research results as well as special features such as abstracts of related articles and adaptable training designs are featured in each issue.

■ The *AVA Update* is a bi-monthly newsletter sent to all AVA members. The *Update* contains articles on regional news and events, new publications, affiliate news, regional affairs, public policy updates, and a calendar of conferences, seminars and workshops presented around the country.

■ Other publications available to members include the *Professional Ethics in Volunteer Services Administration* and the *Membership Directory*.

■ Surveys on the AVA Membership, Higher Education in Volunteer Administration, Educational Needs, and Employer Recognition are available to the membership.

■ Discounts on leading publications in the field are available to members.

■ Thematic Clip Art is offered to members for help with newsletters or brochures, thematically grouped as starters, survival, recognition, borders, holidays and seasons, and volunteers in action and fundraising.

■ A Leadership Bank, made accessible throughout the organization when needed, is a vehicle for drawing on the experience, commitment, competency and talent of our membership. It expands the process by which leaders can be nominated and appointed at all levels and captures information about leaders in a central location. The bank secures the succession of strong leadership in all areas of AVA's activity.

AVA's conferences aim to enhance and strengthen competent leadership in the profession. These conferences offer people from local, national and international regions the opportunity to discuss past experiences and upcoming challenges.

■ Every year AVA sponsors a five-day conference open to members and non-members alike. The International Conference on Volunteer Administration is a forum for the discussion of common concerns, exchange of knowledge and experience, and interaction with the profession's outstanding practitioners. Workshops and seminars are presented on such topics as preventing burnout, career advancement, conflict management, special populations, new program models, ethical issues, and demographic trends.

These conferences also offer a unique opportunity for participants to hold individual consultations with many of the noted professionals attending.

■ Regional Conferences are held almost every year, sometimes in conjunction with another local group. There are also mini-conferences in different areas depending on the size of the region. Workshops and seminars vary from one to two days. Certification training is also available.

■ The Annual Meeting is held during the International Conference on Volunteer Administration. This is the time for officers' and committee reports, recognition of outgoing officers and committee chairs, and the introduction of new officers and committee chairs. A voting body (which includes the board of directors, regional chairs and vice chairs, and a delegate for every ten active members in a region) discusses and votes on matters pertaining to AVA's organizational actions and business at this meeting. All attendees at the conference are welcome to attend, whether AVA members or not.

TRAINING and CONFERENCES



PUBLIC POLICY and ADVOCACY

REGIONAL ACTIVITIES

AVA is directly involved in influencing supportive public policies. Throughout 1991, AVA continued to keep the membership involved in and informed of the progress of the Points of Light Foundation and legislative initiatives related to community service. AVA members actively participated in several Points of Light meetings and represented AVA at the regional Celebration of Service Ceremonies at the White House Points of Light National Celebration of Community Service.

■ Also in 1991, an AVA task force composed of Washington, DC area members continued development of AVA's primary legislative initiative, the Volunteer Recognition Act, and joined forces with a wide-ranging group of national organizations

such as Independent Sector, American Association of Retired Persons, and American Society of Directors of Volunteer Services. This coalition will work to further strengthen legislative activity during the coming year.

■ AVA members continue to receive information and training to lobby effectively, identify community resources, and keep track of legislation affecting volunteerism on the federal and state levels.

■ A regional network of AVA Public Issue Liaisons has been formed to facilitate two-way communication on public issues that impact volunteerism. AVA members have actively influenced key pieces of legislation on state and local levels, including a bill in Texas that enables volunteer agencies to run criminal checks on potential volunteers.

This year was an historic one for regional leaders in that they met not only at the October International Conference on Volunteer Administration, but also for a three day retreat in March in Chicago. During the retreat, they shared program ideas and examined some of the most pressing issues faced by AVA today. Their recommendations helped shape the final report of the Task Force on Mission and Structure.

The participation of AVA members as regional leaders and council members is essential to the development of regions. It is what allows regions to offer such things as regional conferences, newsletters, certification workshops, member profiles, and other valuable networking activities. Those individuals who served AVA at the regional level in 1990-91 should be proud of their involvement. They deserve all of our thanks!

At the regional leaders retreat in March, one common thread shared by all was the sense that participation in AVA's development was in fact an opportunity to develop leadership skills, to network in a meaningful way with peers, and to stretch one's self beyond the bounds of one's job to include the broader career field of volunteer administration.

Participation in regional leadership activities is open to any member. Contact your Regional Chair or Vice-Chair to learn how you can become involved.

AVA sponsors the only professional certification program in the field of volunteer management. The CVA (Certified in Volunteer Administration) credential increases professional credibility, expands knowledge, and enhances recognition of leadership potential.

The CVA is awarded to applicants who meet AVA professional standards, certification criteria, and who successfully complete a competency-based portfolio.

- The CVA certification program is unique. It combines self-assessment and the development of a portfolio to demonstrate competence in areas essential to successful volunteer administration.

Every year, AVA presents two awards for outstanding contributions to volunteerism. In 1990-91, the **Service Award** was presented to **CAMPUS COMPACT**, accepted by the president of Bethany College, Richard Torgerson, and to **THE SALVATION ARMY**, accepted by Colonel Kenneth Hood of National Headquarters, for their volunteer work, dedication, support, loyalty, and continued efforts that stand as monumental evidence of their concern for the field of volunteerism.

- The **Harriet Naylor Distinguished Member Service Award** is presented to an AVA member for his or her leadership, advocacy, research publications, media, education, and/or program development and management. **CHRISTINE G. FRANKLIN, CVA**, received the award in 1990-91.

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AWARDS



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The Association For Volunteer
Administration also acknowledges the
tremendous amount of inkind services
donated each year by its active members.

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ASSOCIATION FOR VOLUNTEER ADMINISTRATION
STATEMENT OF PUBLIC SUPPORT AND REVENUE, EXPENSE AND OF CHANGES IN FUND
BALANCE FOR THE YEAR ENDED JUNE 30, 1991 (with comparative totals for 1990)

	Current Funds				1990
	Unrestct'd Funds	Restct'd Funds	Property & Equipment	Total All Funds	Total All Funds
PUBLIC SUPPORT AND REVENUE:					
Conference	\$165,736	\$ -	\$ -	\$165,736	196,536
Membership dues	123,533	-	-	123,533	\$119,278
Contributions	19,528	2,000	-	21,528	17,692
Journal and Publications	19,776	-	-	19,776	30,048
Regional Meetings	17,566	-	-	17,566	26,628
Professional Development	10,349	-	-	10,349	5,219
Interest	2,328	-	-	2,328	3,752
Other	<u>226</u>	<u>-</u>	<u>-</u>	<u>226</u>	<u>198</u>
TOTAL PUBLIC SUPPORT AND REVENUE	\$359,042	\$ 2,000	\$ -	\$361,042	\$399,351
EXPENSES:					
Program Services -					
Conference	148,934	-	-	148,934	199,881
Membership Services	45,636	-	-	45,636	53,155
Publications/Communications	18,955	-	-	18,955	22,232
Total Program Services	213,525	-	-	213,525	275,268
General Administration	<u>147,139</u>	<u>-</u>	<u>1,737</u>	<u>150,876</u>	<u>152,493</u>
TOTAL EXPENSE	\$360,664	\$ 2,000	\$ 1,737	\$364,401	\$472,761
Excess of Revenue over (under) Expense	(1,622)	-	(1,737)	(3,359)	(28,410)
FUND BALANCE Beginning	(110,921)	-	6,949	(103,972)	(75,562)
FUND BALANCE Ending	(112,534)	-	5,212	(107,331)	(103,972)

BALANCE SHEET - AS OF JUNE 30, 1991
(with comparative totals for 1990)

	Current Funds				1990
	Unrestct'd Funds	Restct'd Funds	Property & Equipment	Total All Funds	Total All Funds
ASSETS					
Cash	\$ -	\$4,986	\$ -	\$4,986	\$6,317
Accounts Receivable	-	-	-	-	1,972
Prepaid Expenses	1,455	-	-	1,455	2,016
Interfund Receivable (note 4)	-	3,014	-	3,014	-
Property and Equipment	-	-	5,212	5,212	6,949
TOTAL ASSETS	\$ 1,455	\$ 8,000	\$ 5,212	\$ 14,667	\$ 17,254
LIABILITIES AND FUND BALANCE					
Accounts Payable	\$30,144	-	-	\$30,144	\$41,332
Accrued Payroll Costs	7,741	-	-	7,741	11,286
Interfund Payable (Note 4)	3,014	-	-	3,014	-
Deferred Revenue	73,099	8,000	-	81,099	68,608
TOTAL LIABILITIES	113,998	8,000	-	121,998	121,226
Fund balance (Note 3)	(112,543)	-	5,212	(107,331)	(103,972)
TOTAL LIABILITIES AND FUND BALANCE	\$ 1,455	\$ 8,000	\$ 5,212	\$ 14,667	\$ 17,254

AVA NATIONAL AFFILIATES

American Humanics, Inc.	The Canadian Red Cross Society
Association of Junior Leagues, International	The Salvation Army
Bureau of Land Management	Volunteers of America, Inc.
Heart and Stroke Foundation of Ontario	Women in Community Service, Inc.
Internal Revenue Service	

AVA STATE OFFICE AFFILIATES

Arkansas Division of Volunteerism	Maine State Office of Volunteerism
Governor's Office of Voluntary Action (IL)	NYS Governor's Office for Voluntary Service
Governor's Office on Volunteerism (AL)	State of Delaware Department of Community Affairs
Governor's Office on Volunteerism (NH)	State of Florida Dept. of Health and Rehabilitation
Governor's Advisory Council of Volunteer Services (KY)	

AVA LOCAL, REGIONAL, PROVINCE AND STATE AFFILIATES

Alabama Leaders/Volunteer Effort, Montgomery (AL)
Anchorage Association for Volunteer Administration (AK)
Arkansas Public Administration Consortium (AR)
Arkansas Volunteer Coordinators Association (AR)
Association of Directors of Volunteers, Dallas (TX)
Association of Directors of Volunteer Resources, Calgary, Alberta
Association for Volunteer Administration - SE Wisconsin
Association of Volunteer Administration/ Metro Chicago (IL)
Benton-Franklin Volunteer Center/DOVIA (WA)
Canadian Cancer Society, Toronto, Ontario
Central Wisconsin Association of Volunteer Administration (WI)
Colonial Virginia Association of Volunteer Administration (VA)
Community Association of Volunteer Coordinators (IN)
Coordinators of Volunteers Association, Edmonton, Alberta Canada
Council of Directors of Volunteer Services (MA)
Directors of Volunteers in Agencies (FL)
Directors of Volunteer Program Association (WA)
DOVIA of Colorado Springs (CO)
DOVIA of Denver (CO)
DOVIA of the Inland Northwest (WA)
DOVIA of Los Angeles (CA)
DuPage Association for Volunteer Administration (IL)
Dutchess Association of Volunteer Administration (NY)
Georgia Association for Volunteer Administration, Inc. (GA)
Greater Richmond Association for Volunteer Administration (VA)
Houston Association of Volunteer Administration (TX)
Kansas City Area Directors of Volunteers (KS)
Kentuckiana Association for Volunteer Administration (KY)
Louisiana Society of Directors of Volunteer Services (LA)
Mid Valley Volunteer Managers Association (OR)
Minnesota Association of Volunteer Directors (MN)
Missouri Volunteer (MO)
North Carolina Association of Volunteer Administration (NC)
North East Indiana AVA (IN)
North Shore Association for Volunteerism (MA)
Northern Virginia Association of Volunteer Administration (VA)
Northwest Oregon Volunteer Administration Association (OR)
Ontario Association for Volunteer Administration, Toronto, Ontario
Pennsylvania Association for Volunteerism (PA)
Smith County Director of Volunteers in Agencies (TX)
SPCA of Texas (TX)
Vermonters in Volunteer Administration (VT)
Volunteer Administration of New York (NY)
Volunteer Administrators of SW Pennsylvania (PA)
Volunteer Coordinators of Pueblo (CO)
Volunteer Directors Association of Pinellas County (FL)
West Virginia Association of Volunteer Administration (WV)
Western Association of Directors of Volunteers, Vancouver, British Columbia
Wichita Association of Volunteer Administrators (KS)
Wyoming State 4H Foundation (WY)

AFFILIATES

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 1991

(1) DESCRIPTION OF THE ORGANIZATION - The Association for Volunteer Administration is a nonprofit organization incorporated in the state of Delaware in October, 1975. The purpose of the Association for Volunteer Administration is to promote volunteer administration as a profession; to provide the exchange of knowledge and experience in the creative use of volunteer services administration; and to promote professional education and development.

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PROCEDURES - The accounting policies and procedures followed by The Association for Volunteer Administration conform to generally accepted accounting principles as described in *Audits of Certain Nonprofit Organization*, published by the American Institute of Certified Public Accountants. The financial statements of The Association for Volunteer Administration have been prepared on the accrual basis of accounting.

Capitalization and Depreciation: The Association for Volunteer Administration follows the practice of capitalizing all expenditures for furniture and equipment in excess of \$500. The fair value of donated assets is similarly capitalized. Depreciation of furniture and equipment is provided over the estimated useful lives of the respective assets on a straight-line basis.

Deferred Revenue: Grants and gifts restricted by the donor, grantor or other outside party for particular purposes are deemed to be earned and reported as revenue when expenses have been incurred in compliance with the specific award restrictions. Such amounts received but not yet earned are reported as deferred revenue. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Membership dues are recognized ratably over the term of the membership period. Revenue from the sale of *The Journal of Volunteer Administration* to non-members is recognized ratably over the subscription period.

Accrued Vacation Pay: In accordance with the Financial Accounting Standards Board Statement No. 43, *Accounting for Compensated Absences*, The Association for Volunteer Administration accrues vacation pay when earned.

Income Taxes: The Association for Volunteer Administration has received an Internal Revenue Service exemption from federal income taxes under Section 501(c)(3). Accordingly, no provision or liability for income taxes has been provided in the accompanying financial statements.

(3) ASSOCIATION'S CONTINUED EXISTENCE - The Association for Volunteer Administration expenses exceeded its revenues by \$3,359 during the year ended June 30, 1991. As of that date, The Association for Volunteer Administration's unrestricted liabilities exceeded unrestricted assets by \$112,543 and its total liabilities exceeded its total assets by \$107,331. The continued existence of the Association for Volunteer Administration is dependent upon the success of the annual conference and its ability to limit expenses incurred against current revenue. The Association has developed a three-year deficit reduction plan which includes increasing revenues and decreasing expenses.

(4) INTERFUND RECEIVABLES/PAYABLES - Interfund receivable/payable balances of \$3,014 at June 30, 1991 are the cumulative net result of money from the restricted fund being used to pay costs charged to the unrestricted fund.

(5) PROPERTY AND EQUIPMENT - At June 30, 1991, the cost of assets and their related accumulated depreciation was:

Description	Amount		
Equipment	\$7,687	Accumulated Depreciation	(3,474)
Furniture and Fixtures	999	Net Property and Equipment	\$5,212
Total	8,686	Depreciation expense for the year ended June 30, 1991 was	\$1,737.

(6) FUNCTIONAL ALLOCATION OF EXPENSES - For the year ended June 30, 1991, the costs of providing the various programs and other activities have been summarized on a functional basis in the statement of public support and revenue, expense and changes in fund balance. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

INDEPENDENT AUDITOR'S REPORT

I have audited the accompanying balance sheet of Association for Volunteer Administration (a Colorado nonprofit corporation) as of June 30, 1991, and the related statements of public support and revenue, expense and changes in fund balance, and of changes in cash for the year then ended. These financial statements are the responsibility of the Association for Volunteer Administration management. My responsibility is to express an opinion on these financial statements based on my audit. The financial statements of the Association for Volunteer Administration for the year ended June 30, 1990 were examined by other auditors whose report dated July 24, 1990 expressed an unqualified opinion with a going concern uncertainty on those statements.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Association for Volunteer Administration as of June 30, 1991, and the results of its operations and its changes in cash for the year then ended, in conformity with generally accepted accounting principles.

The accompanying financial statements have been prepared assuming that the Association will continue as a going concern. As discussed in Note 3 to the financial statements, the Association suffered a loss from operations and has a net capital deficiency that raise substantial doubt about its ability to continue as a going concern. Management's plans in regard to these matters are also described in Note 3. The financial statements do not include any adjustments that might result from the outcome of this uncertainty.

Stephen P. Taylor, CPA, P.C.
August 15, 1991

ASSOCIATION FOR VOLUNTEER ADMINISTRATION

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