

Director of Technology for NVCAC
November 8, 2021
AGM Report

I joined the Nicola Valley Arts Council in January 2021 after assisting the council with their 2020 AGM on Zoom. Much of my work has consisted of getting other Directors up and running with new emails, running training sessions for the online technology being introduced, and hosting/moderating Zoom sessions for the Arts Council. Starting in May 2021, I started developing online registration forms for our spring/summer art sessions.

At the end of June 2021, I accepted the offer of a paid contract position for the Arts Council as Administration Assistant and took a leave of absence from my Director role.

As Administration Assistant, I continued to develop and manage the online registration system, helping with social media advertising of the art programs, and began to work with Jennifer Artibise on developing an online payment system. I also began doing secretarial work for the Executive and Directors for their meetings. In August, I moved the organization into our own Google Workspace platform and have been performing the Administrative role for this platform - managing groups, assigning emails, implementing the "Shared Drive" system, and doing some training for Directors to fully use their accounts, troubleshooting issues as they arise. I still need to help Director's move important documents from their old Gmail accounts to their new, more secure, Shared Drive.

I use the Clockify app to keep track of my projects and time spent working for the council and submit a monthly report on minutes spent working on various projects assigned to me. I recently helped write a grant application for the BC Arts Council, and will continue to work on grants as assigned. I also am just starting with organizing the Criminal Records Check procedures for instructors and volunteers, helping maintain the society's website and designing/printing posters.

I look forward to continuing to work with the Arts Council in the coming year.

Respectfully submitted,
Kathy Kanda
Administration Assistant
NVCAC