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AGM Board of Directors Report

Introduction

- Valerie Rzepka, NP, BScN, CFRN, MSc.
- Executive Director of CMAT
- Charter member and founding director (2008)
- Involvement with the organization since 2005.
- Executive Director since 2012, previously National Chair (from 2008)

Roles and Responsibilities

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach
- Oversight in the implementation of initiatives as agreed upon by the Board.
- Oversight of fundraising, planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation

*Collaboration with other directors on many of these responsibilities

Key Accomplishments in the past year/ since AGM

- Collaboration and Oversight on the redesign of the CMAT website and reconstruction of volunteer database. Provided in-service to BOD members on same.
- Review of archived web material for re-publication on the updated website.
- Monitoring of global resource notifications for disaster response
- Regular contribution to social media (Facebook, Twitter)
- Coordination of several Warehouse Inventory days, to condense and organize supplies equipment in Mississauga.
- Promotion and Representation of CMAT at Global Health Symposium - Community Fair at the University of Toronto Faculty of Health Sciences.
- Created and registered the *#getontheground* campaign, to raise Air Canada Aeroplan miles for CMAT. 446,368 aeroplan miles were donated to CMAT, 81% of our 500,000-mile goal. Collaborated with Caris Rait and numerous CMAT volunteers nation-wide to create a promotional video for the campaign.
- Planning for Sphere Workshop in Toronto (unable to participate due to Philippines deployment)
- **DEPLOYMENT:** Oversight of Field Operations in the immediate Philippines/ Typhoon Haiyan/Yolanda response (November 2013)
 - Dozens of on-camera, radio and newspaper interviews, conducted in person, telephone and via skype, re: CMAT's deployment to Philippines.

- Participation on the Rapid Assessment Team deployed to Northern Cebu province, and Leyte province on Day 4 post-disaster.
- Reconnaissance in the typhoon-affected regions
- Liaison with the Health Cluster, participation in meetings and mailing list.
- Deployment decision-making in collaboration with BoD
- Coordinate and assist with logistics for transportation of team and equipment while in theatre (dealing with customs and importation, collaboration with Australian Air Force)
- CMAT Outreach and promotion with students of several school boards in Ontario (Kingston, and York Region District School Boards) through webinars
- Coordination (in collaboration with Jeewan Chanicka), of the York Region District School Board's "Helping Hands" fundraising project.
- Presentations at public schools in Langley, British Columbia and Markham, Ontario.
- Participation in DFATD teleconferences on Typhoon Haiyan response.
- Development and promotion of CMAT's Teespring T-shirt fundraising campaign.
- Coordination of, sorting and packing of a 20ft sea can of medical supplies and equipment for distribution among our stakeholders in the Philippines.
- Sourcing and receipt of in-kind donations of medical supplies (Innovatek Medical)
- RE-ASSESSMENT – Philippines:
 - Collaboration with Kate Auger, Director of Communications on a 3-fold project/ assessment and planning.
 1. Needs re-assessment, including meeting with stakeholders in the affected region
 2. Oversight of the *Oplan Kalusugan* project delivery, in cooperation with Philippine Childrens' Medical Center, Manila.
 3. Strategic development of potential long-term/ ongoing health related projects in the region.

Areas of Focus for the upcoming year

1. Project proposal development and hopefully implementation of health related project in the Philippines
2. Ongoing sourcing of funds, through proposals, grants and fundraising.
3. Development of online training modules, in collaboration with technical experts, and BoD, including orientation training.
4. Ongoing Revision and redistribution of CMAT's Field Operations Guide (FOG)
5. On-Call for disaster deployment
6. Ongoing CMAT promotion and awareness-raising through seminars/ lectures, participation in symposia, town hall meetings, community fairs etc. Representation of CMAT to the public arena via media.

Opportunities for Volunteer Involvement

- Ongoing inventory sorting and packing – volunteers in the Greater Toronto Area always needed
- Opportunities to coordinate fundraising events and efforts
- Sphere workshops planned in BC, Alberta and Ontario.