

ANNUAL GENERAL MEETING 2025 OFFICE REPORT

It was another busy year for the office, and it handled numerous tasks.

Some notable office work includes:

- Processed membership applications (annual and lifetime) and annual membership renewal for the fiscal year 2025/2026.
- Handled and responded to emails, mail, and phone calls, and greeted in-person visitors when someone dropped in and inquired about different questions.
- Updated the UVRA website as required.
- Sent group postings every Friday, including a variety of events.
- Directed the quarterly newsletters, completed by the newsletter editor, to the UVic print shop to print booklets for members without email, and distributed them accordingly.
- Maintained an inventory of office supplies, replenished as necessary.
- Printed and documented all necessary paper files for official records.
- Wrote the Board meeting minutes.
- Assisted the board members to any time sensitive and priority issues.
- Ensured that all communications received in the office are channeled to the appropriate board member.

- Helped with conducting a survey and summarizing findings:
 - UVRA's 2024 Library Tour (held on March 12, 2024) was successful because the tickets were sold out too quickly, within one day of the invitation being sent. So, to fine-tune that tour, a short survey was sent on April 24 to all the Tour attendees to hear their opinions and suggestions.
- Organized some events for the UVRA members:
 - The walking tours with John Adams, a favorite among our members, saw another successful run on April 22, 2024, due to the overwhelming interest. The tour was fully booked, underscoring its popularity.
 - The 2024 Christmas Lunch Program at the University Club was held on December 11. This year, the attendance rate was lower than in previous years. (Number of attendees = 24.)
 - The 2025 Chinese New Year Lunch Program was held on January 30 at East Garden Restaurant. This year, the event was well attended, reaching full capacity (n=45), and also had a waiting list.

I want to thank all the board members for their continuous support and guidance on running the office more effectively.

Respectfully submitted by
Sanjit Roy
UVRA Office Manager