Annual General Meeting
Communications Coordinator's 2023 Report

Respectfully submitted by Kathy Luten

1. **Website:**
   a) Spent 2-3 hours weekly to update the Club website. ¸
   b) Renewed http://ottawavoyageurs.ca hosting with Wikidot.com
   c) Updating the format of some pages
   d) Eliminated pages that were no longer relevant
   e) On a weekly basis the Tuesday walks
   f) Updating the PT routes page which links to the routes for each PT
   g) Update the Club events as information is forwarded to me
   h) Renewed the domain name registration for http://ottawavoyageurs.ca
   i) Helped Jane with formatting the document "How to Lead a Group Walk" to the volunteer section the website: http://ottawa-voyageurs.wikidot.com/volunteer
   j) Updated the Life membership page and added the 2024 membership form and waiver as well as just the waiver.

2. **Trails:**
   Assisted Marion with some mapping
   a). Collected the PT213 Ultramar cash and registration sheets. Will print more registration sheets and review routes in the coming months.
   b) Submitted PT213 funds to our Treasure on an ongoing basis throughout the year.
   c) Continue to monitor the Convent Glenn North Permanent Trail PT213 and added in a new Winter 10km and a Winter 5km route
   d) Added the 2023 CVF labels and printed the routes that Karen graciously updated and added maps
   e) Update routes etc. when PT213 start location changed brands and became an Esso gas station.
   f) Continue to look for new and alternate routes starting from the Esso in Convent Glen North. I will look at the new pathways associated with the LRT coming in 2025.
   g) Updated the PT registration sheets for Club
   h) Updated the Event registration sheets for the Club
   i) Prepared Donations forms for the Ottawa Food Bank Charity Walk
   j) Agreed to create routes for the *2024 Exploring Orleans* walk from Broadway on Portobello, Orleans.

3. **Ottawa Voyageur Newsletter:**
   Your Executive decided to re-establish the Club newsletter
   a) Will it still be "The Voyageur"? Agreed to the publishing dates publish 4 times per year.
   b) Discussed what regular items to include in each issue? Walk schedule; member birthdates, future festivals; etc.
   c) Prepared two issues of the *Ottawa Voyageur* for 2023

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4. **2023 OVO Annual General Meeting**.
   a) Reports were received by March 10th, in time to be discussed and reviewed at the March meeting as per Jane's email and loaded them on the OVO AGM page on the website.

b) Distributed by email, the Notice of the 2023 AGM in accordance to the OVO constitution and included live to the reports once the reports were loaded on the website.
c) Contacted the Recreation Centres to obtain the cost of renting a room for the in person 2024 AGM, with the Executive Committee`s agreement, booked the Solstice Room at the Francois Dupuis Recreation Centre

5. **Merchandise**
   a) Created an order form for the new T-Shirts
   b) Worked with Jane to order OVO Club pins for 2024

6. **Military Family Resource Centre – Ottawa**
   a) Prepared advertisements inviting Military Families to OVO walks in conjunction with the MFRC

7. **Facebook**
   a) Trained Marg, Publicity Coordinator how to create events on the Ottawa Voyageurs Club page
   b) Posted monthly welcome messages to new members

8. **OVO group emails**
   Following an in-depth discussion with the Executive it was decided that the Club should have a Google Groups member's email list serve.
   a) Created a group email listing for the Ottawa Voyageurs Walking Club.
   b) Sent emails to the members whenever Jim Mc has been on vacation.
   c) A presentation of how the new email list serve works will be presented at the 2024 AGM

In October, I met with David Hall, CVF President and Sharon Schir, Special Programs Coordinator at the IML Maple Leaf Walk in Beechwood. It was great to finally meet them face to face.