

# CORPORATE MANAGEMENT

Effectively Managing and Building our Capacity

## KEY PERFORMANCE CHECKLIST – 2014-15

### Targets 2014-15

- Finalize process to transition to new Canada NFP Corporations Act.
- Continue and complete the strategic planning process.
- Continue to monitor and manage risks, with a particular focus on the newly developed strategy and funding plan.
- Continue improvement of website to enhance user experience and navigation, including refreshed design and layout, new look for corporate communications including annual report and other CCAF products.
- Complete the development of a revised Directors' Handbook.
- Plan and deliver 3 board meetings and Board committee meetings as required.
- Improve performance management processes for management and staff.
- Develop/monitor development & professional development needs and succession planning for staff.
- Implement funding strategy aligned with new strategic plan.
- Refine value propositions & develop MOU approach to define relationship with, and expectations of, key stakeholder communities.
- Review, and revise, as necessary, Employee Manual – complete employee sign-off.
- Successfully complete 2013-14 annual audit process.

### Results 2014-15

- New Articles and By-laws approved by members in July 2014. Certificate of Continuance received – Sept. 2014.
- New Strategic Plan 2015-2020 approved by Board of Directors – Mar. 2015.
- Risk analysis of new strategic plan conducted and provided to Board. Management continued to monitor domestic and international risks identified in risk register. Net asset reserve policy developed, including implementation of contingency funding to address potential financial risks.
- Performance Audit and Corporate 'About Us' sections revised and updated. Developed new design for 2013-14 annual report (see additional comments below), and new infographic design for *CCAF Audit News Bulletin*.
- New design implemented for 2013-14 annual report. Online-based annual report with entirely new look and feel implemented for 2014-15 annual report.
- 73% of Handbook sections revised and approved by Board. Remaining sections to be finalized in Q1 2015-16.
- 4 Board meetings and 17 Board committee meetings held.
- Launched to management and staff – May 2014.
- Ongoing
- Funding strategy developed – implementation ongoing.
- Value propositions for key stakeholder communities developed. MOU developed (currently being finalized) with key stakeholder group.
- Employee sign off of Code of Ethics and Conflict of Interest Declaration completed – Dec. 2014.
- 2013-14 annual audit process completed. CCAF received an unqualified audit opinion.

### Key Results 2011-15

Email communications to members

59

released since April 2011.

Visitors to CCAF's website

38,227

since 2011

## Carleton Students, Brianna Paterson-Sonnenburg (2015) and Joel Crawford (2014) Receive Ronald C. Thompson Memorial Scholarship Award

[Click here to learn more ...](#)

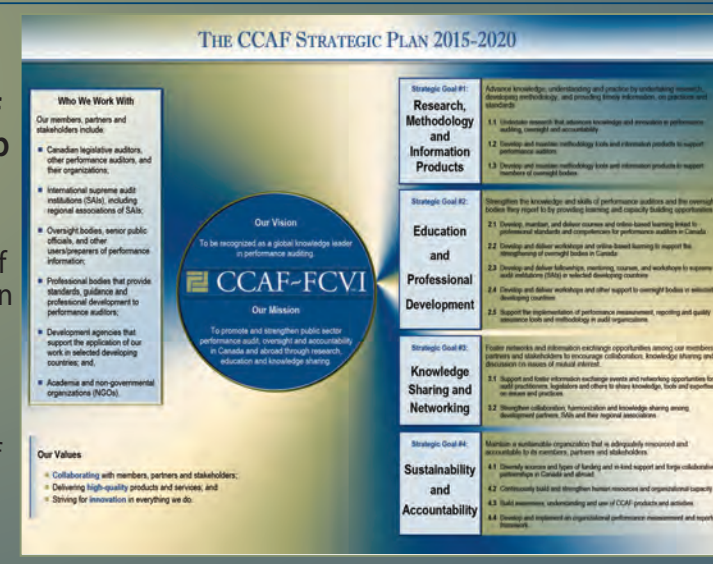


From left to right – Nicole Wiczorek, Vice-President, Operations & CFO, John Reed, Vice-President, Performance Audit & Oversight (2015), Award recipient Brianna Paterson-Sonnenburg, and Paul Lohnes, President & CEO

Ronald C. Thompson Former Chair CCAF's Board of Governors

## CCAF Launches New Strategic Plan and Celebrates 35 Years of Knowledge Leadership

CCAF celebrated a significant milestone in February 2015 – 35 years of operations! The organization is beginning the next five years with a new strategic plan to take it to 2020. You can read more about the strategic plan and some of CCAF's past history and successes [here](#).



## CCAF Members Approve New Articles and By-laws

CCAF's members approved new Articles and By-laws at a special members' meeting held on July 8, 2014.

Led by a working group of management and board members, we worked to review our existing charter documents and develop new ones as part of CCAF's transition under the new *Canada Not-for-profit Corporations Act*. The Act required all federally incorporated not-for-profits to complete the transition by October 17, 2014, and CCAF received its Certificate of Continuance effective September 9, 2014.

[The new Articles and By-laws can be accessed on CCAF's website.](#)



## The CCAF Team

**Back Row:**  
Caroline Jorgensen, James Oulton, Barbara Dumont, Pierre Fr chet, Julien Raynaud

**Middle Row:**  
John Reed, Paul Lohnes, Nicole Wiczorek, Enza Santalucia, Yves Gauthier

**Front Row:**  
Lynne Casiple, Eveline Callupe, Carine Turay, Kate Gertz



[Meet our Associates](#)

SG #4 - TOTAL EXPENSES	YEAR ENDING MARCH 31, 2015	YEAR ENDING MARCH 31, 2014
CORPORATE MANAGEMENT	\$334,908	\$331,211