

Administrative Coordinator Report  
2017/2018 AGM  
January 24, 2019  
Submitted by Meg Peters

**Office:**

In the 2017/2018 year, there were a few more changes in the office's appearance and plans in place to renovate. The renovation goals are to eliminate carpet for sanitary reasons, create a waiting area, and have a better layout so that meetings with clients remain confidential. In February the hours we were open was changed to Monday to Thursday from 9:30 – 4:30.

There were also a few changes to the website. We implemented an online driver's log where clients and volunteer drivers can enter the information online and it gets sent directly to us. It seems to work well and there are many who use it.

We also uploaded photos of all the wigs to website. Clients can go online and see what the available options are.

Also we started the "Celebrate the Bump in the Road Campaign". Clients can submit their cancer journey story and it is put on the website.

**Fundraising:**

The 2018 Red Carpet Fashion Show was held two nights instead. Our total revenue was \$28,934

**Finances, Donations, and Grants:**

Total donations for the 2017/2018 year was \$165,329. Here are some highlights:

Name that Wig	\$564
Legends Car Club	\$15,292
Pritchard Golf Tournament	\$40,000
Client Celebration One Year Cancer Free	\$575
Barnswallow Quilter's Group	\$2,500
"The King" Elvis Night	\$5,465
Curl for Cancer	\$25,250
Co-op	\$10,000

\*\*Purchased \$10,000 in \$100 co-op gift cards to give to clients to use for fuel or food

Total fundraising for the 2017/2018 year was \$61,025

Fashion Show	\$28,934
United Way / Community Canvasses	\$29,020
Winnipeg Jet's Jersey Raffle	\$6,140

Total grants for the 2017/2018 was \$4,540

Morden Area Foundation	\$4,540
** Power of the Purse	

**Public Relations:**

Continued getting acquainted with our clients, volunteers, and board, as well as those in the community that promote SCCR.