

County of Grande Prairie No. 1  
**RECONNECT 2023 CONFERENCE**  
 for Volunteers, Community Groups and Non-Profit Organizations  
 Conference Agenda



**LOCATION: Tara Centre at Evergreen Park**

TIME	LSM ROOM	SESSION DESCRIPTION	CHUCKWAGON ROOM	SESSION DESCRIPTION
8:30:00 AM		Registration		
8:45:00 AM				
9:00:00 AM		Welcome and Opening Address		
9:15:00 AM	SESSION 1 READING Your Financial Statements	The ability to understand financial statements is an essential skill for non-profit leaders. Learn the basics about the three key financial statements (Statement of Operations, Statement of Financial Position, Statement of Changes in Net Assets) and the information that they contain. <b>TOOLS:</b> Reading Financial Statements Handout; Budget Worksheet	SESSION 3 RESPONSIBLE Record Keeping	Organizations are required to keep books and records. This session is designed to answer the following questions: What exactly is included in "books and records" and where are these kept? How do we know if we have the right ones and if they are current? As a board member or new volunteer, what should I know about these? <b>TOOLS:</b> Organizational Binder Checklist; Organizational Calendar Checklist
9:30:00 AM				
9:45:00 AM	SESSION 2 RELEARNING Audit Basics	The Alberta Societies Act requires societies to present, at their Annual General Meeting, an audit or review, but not all audits are created equal. Understand the differences between different types of audits to help you decide what is best for your organization. <b>TOOL:</b> Information Sheet on Types of Audits		
10:00:00 AM				
10:15:00 AM	Break and Changeover			
10:30:00 AM	SESSION 4 RE-EXAMINING Risk Management	Horror Stories 101: Don't Let This Happen To You! Explore the ups and downs of managing risk, and learn how insurance can protect your organization. Join Justin Brown in this interactive session where you can gain a better understanding of one of the key ways boards can protect their organizations and their volunteers. <b>TOOLS:</b> Top 10 Risks for Non-Profits Organizations 1-Pager; Regulatory Compliance Links; and Insurance Checklist	SESSION 6 Volunteer RECRUITMENT and RETENTION Trends	While managing volunteers, especially in rural areas, relies on strong, long-term relationships, the field we work in is always evolving. Keeping up with new practices, innovations, and a shifting landscape means we have to decide which trends will impact us the most, and how we can best adapt. Join GPRAVO staff in this quick overview of the top trends affecting volunteer organizations, and suggestions for how to adapt to these.
10:45:00 AM				
11:00:00 AM	SESSION 5 REPLENISHING Your Bank Account: Grant Presentation and Funder's Panel	Listen to local and provincial funders, municipal, federal, and corporate sponsors on their grant programs and how they evaluate their grants. Enjoy their tips and perspectives, and participate in the Q&A session. <b>TOOL:</b> Updated Funding Guide	SESSION 7 RETHINKING Planning: Putting Strategic Thinking First!	Strategic planning is more important than ever, but it is not always easy to begin the process. Learn how strategic thinking supports your organization in advancing your mission. Leave this session with actionable tips, resources, and the confidence to apply proven methods, insights, and ideas from current strategic thinking approaches.
11:15:00 AM				
11:30:00 AM				
11:45:00 AM				
12:00:00 PM	Lunch			
12:15:00 PM	Trade Show			
12:30:00 PM				
12:45:00 PM				
1:00:00 PM	SESSION 8 REASSESSING Your Organization's Financial Health	Organizations spend considerable time and money on documenting their finances, but how can you use that data? In this session, we quickly review a tool that helps you to assess your financial performance and makes the data meaningful and more understandable. Just fill in the blanks and see what your finances say about your organizational health. <b>TOOL:</b> Ratios Calculator	SESSION 10 RECONNECTING Networking, and Problem-Solving: Table Topics	Explore and share solution ideas on a wide variety of relevant issues that your non-profit group is experiencing. Draw on subject matter experts that will be on hand to spark ideas and provide information. Together, create a powerful list of best and promising practices that are practical and do-able! The list will be shared online following the session. <b>TOOL:</b> List of Best and Promising Practices
1:15:00 PM	Break and Changeover			
1:30:00 PM	SESSION 9 REBUILDING Future Funds	Fund development is more than just planning your next fundraiser. Let Debbie Hagman walk you through the Fund Development Planning Template and Toolkit, and look towards your future as you begin a process to build your very own long(er) term revenue generation plan. <b>TOOLS:</b> Fund Development Toolkit; Capital Project Support Package	Break and Changeover	
1:45:00 PM				
2:00:00 PM				
2:15:00 PM				
2:30:00 PM			SESSION 11 REINVENTING Facility Management: Developing Your Asset Inventory	Congratulations - The Place Is Yours! Does your community group own, rent, lease, or manage a facility? This micro-session provides a quick overview about how a Facility Management Plan helps to identify your capital planning and funding priorities, and introduces you to the first step - creating your facility inventory! Participants will have a say in future sessions and how they can continue. <b>TOOL:</b> Facility Inventory Tool
2:45:00 PM	Wrap Up Thank-You and Adjourment			

**Questions? Please email us if you need additional information.**