

2022 Year-End NVCAC Report

From Technology/Administration Assistant

Kathy Kanda

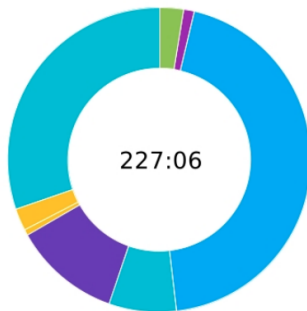
Summary of Activities

- Full implementation of online registration system for all events and classes
- Acquired Canva Pro graphic design program for free
- Designing various graphics and posters for advertising classes
- Attending Executive and Directors meetings to take minutes
- Liaising with instructors, class participants and Program Director to facilitate classes
- Implementing child registration procedures for safety/emergency purposes.
- Continued mentoring the NVCAC Team in the use of our Google Workspace system and various technical processes

Hours Spent per Project

Total of 227 hours of work from September 1, 2021 to August 31, 2022.

Project



| | | |
|--|--------|--------|
| ● Art Council Secretary - Executive & Administration | 68:38 | 30.22% |
| ● Criminal record check - Executive & Administration | 5:29 | 2.41% |
| ● Curator - Gallery | 1:18 | 0.57% |
| ● Google workspace - Executive & Administration | 25:54 | 11.40% |
| ● Grants - Executive & Administration | 16:27 | 7.24% |
| ● Programs - Programs | 101:01 | 44.48% |
| ● Social Media - Media & Communications | 2:25 | 1.06% |
| ● Volunteer | 5:54 | 2.60% |

Volunteer Needs

We are looking for people with experience or knowledge in **Google Workspace** (especially Google Forms), **Square payment**, **graphic design**, **website design**, and/or **use of Canva Pro**.