

AGM COMMITTEE REPORT
BURSARY AND COMMUNITY SERVICES COMMITTEE
 Committee Progress Report from October 2023 to October 2024
 Submitted to ATIA Council on October 15, 2024

Note that this report **should be completed and sent to the ATIA Admin (admin@atia.ab.ca)** 2 weeks before the AGM. It should be prepared by the Chair(s) and approved by the members of the Committee before being submitted to ATIA Council.

Members (First name and surname)	Email address	Role Chair, co-chair, member by default	Status Active - Inactive (To be completed by chair)
Siyi Tonella	Siyilee520@hotmail.com	Chair	Active
Samah Elzahaby	elzahaby1@yahoo.com	Member	Active
Ahmad Reza Katouzian	ahmadreza.katouzian@gmail.com	Member	Active
Jessica Wynnychuk	jessica.wynnychuk@gmail.com	Member	Active

Number of meetings held during the period: 5

Date	Purpose	Main outcomes achieved
January 18, 2024	Orientation and goal setting	Google drive created for the committee. Siyi migrated the bursary and grant application forms from her personal account to bursary_communitysvc@atia.ab.ca so all future applications will be sent to the committee's official email.
February 26, 2024	Recap previous month's progress, work on Handbook, and assign new tasks	Committee handbook started on Google Drive.
March 18, 2024	Recap previous month's progress, discuss if past grant recipients could re-apply. Work on outreach email.	The decision to allow past recipients of the Sandra Bertoni Grant to re-apply was passed unanimously. Worked on a draft email to reach out to Albertan Not-for-Profit organizations. Planned to send out the email late March/early April.
April 22, 2024	Discuss outreach email and mailing list Review Tina's application for Sandra Bertoni Memorial Grant.	Tina's application was approved.

August 12, 2024	Discussed targeted approach to advertise our community service program. Review one bursary application.	Email sent to committee members to reach out to organizations they know instead of sending out mass emails with no reply (what we have been doing since May). Reviewed and rejected 1 bursary application. Approved Wayne Jackson's Sandra Bertoni Grant application.
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Outline of the Work Plan:

- To continue receiving and reviewing applications for our grants and bursary program.
- To refine our community service approach by creating a uniform outreach email.
- To create a committee handbook to outline our committee's process to ensure continuity of our work with or without current chair/member in the future.

Objectives for the current mandate:

Same as above.

Objectives completed to date:

- We approved and issued grant payments to 2 recipients of the Sandra Bertoni Grant (Recipients: Tina Wellman and Wayne Jackson)
- We created a uniform outreach email and sent out many emails to Not-for-Profit organizations, but we have not received any request for our service to date.
- A committee handbook was started but incomplete.

Obstacles or issues encountered, and what steps have been taken to resolve these:

The migration of ATIA emails from Zoho to Microsoft stopped our momentum to some extent.

The committee chair's busy schedule and less than ideal participation from committee members hindered the committee's work, but we managed to continue with existing grant and bursary programs and made progress on the community outreach.

Comments and observations:

As the chair of the committee, I take personal responsibility for not keeping up with scheduled meetings or having the time to improve the committee's work further, and I would like to elect a new chair for the next year, while serving as a member only.

Next steps:

Recruit new members for the next membership year.

Elect a new chair.

Complete the committee handbook.

Siyi Tonella, C. Tran., BHRM.

October 17, 2024

