



Houston Association of Volunteer Administrators

February, 2002

www.hava.org

Houston Area Meetings

COME JOIN US!

for the

✧ HAVA AFTER HOURS NETWORKING MIXER ✧✧✧

Wednesday, February 20, 2002

at the

Mesa Grill, 1971 West Gray

5:00 to 6:30 p.m.

Cash bar • Free Quesadilla Bar

No Registration Required • Bring A Friend! • Come Socialize, Meet & Network With Your Colleagues

** * * * **

Look Forward To A Special HAVA Educational Presentation

Wednesday, March 20, 2002

at the

University of Houston Conrad Hilton

*** Keep your HAVA NEWS copy close by for exciting updates. Visit our website at www.hava.org**

South East Satellite Meeting

Topic:	▶▶ I'll Grant You That: A Step-By-Step Guide To Finding Funds <i>Specific advice for organizing your grantseeking and taking the fear out of the process. Overcome the common fears fundraisers often experience with sound, practical guidance to successful grantseeking.</i>
Presenter:	Jennifer Myles, Grant Specialist, Big Brothers and Sisters of Southeast Texas
Date:	Wednesday, February 27, 2001
Time:	11:30 a.m. Networking • 12:00 to 1:00 p.m. Meeting/Program
Location:	United Way Service Center 1300 Bay Area Blvd., Webster, TX
Contact with questions:	Suzanne Staron, 281-486-0337 x 229 or starons@stbchurch.org

The mission of HAVA is to promote the development and positioning of volunteer resource professionals by facilitating the exchange of information and experience regarding the creative use and management of volunteer involvement programs.

HAVA 2002
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HOUSTON ASSOCIATION OF
VOLUNTEER ADMINISTRATORS
An Affiliated Network of the
international Association for
Volunteer Administration

President's Corner

Getting Your Arms Around It

by Daniel Zorn, CFRE

Where has January gone? I thought it was just yesterday that I had to begin learning to write 2002—by the way, I am still having problems with that. Nevertheless, February is before us, and so are the many months of the remaining year. What an adventure. Houston Association of Volunteer Administrators (HAVA) is not just a long name. It is a very big association; big in terms of the depth and the diversity of our membership and a great opportunity for others within our profession. This has become very apparent to me as I struggle to begin leading this organization into 2002. I am continually surprised, amazed, and honored that as a professional community we have so much talent and so much knowledge and skill level. I am, however, embarrassed that as a professional community we have not utilized, captured or capitalized on these “gifts of our profession.”

Throughout the coming months, I encourage you to join me in being a part of this wonderful gift we provide the greater Houston area through our professional service. Join HAVA. That says it right there. If you are not a member or are in need of renewing your membership, do so immediately—before we change the calendar to March.

Secondly, join us, invite co-workers and other colleagues from other organizations to meet and mingle for our **After-hours Networking Mixer**. More information about this event is in this issue on page 1.

Thirdly, mark your calendars; watch your mail, for a wonderful, exciting, and new educational format planned for **March 20** at the **University of Houston Conrad Hilton**. This will be an educational program with lunch, and our guests will share important news and scoop on the changed world of corporate volunteerism. I know you will not want to miss that! *Registration will be necessary.* So plan for your attendance. Information will be forthcoming soon.

These are just ways to get your arms around HAVA, volunteer administration, resource development. Through networking, perhaps finding a mentor, sharing information, and learning new insights and skills, we will strengthen our profession, our community, and ourselves.

I want to thank our January educational speaker again for her wonderful presentation and the information she imparted to us at our Monthly Meeting. **Teresa Edmondson**, with **Edmondson Consulting Group**, presented a model for us to implement when we are faced with dealing with difficult people and situations. Several of those who attended are speaking with her regarding training within their own shops. If you would like to talk to Teresa about the various seminars and training models she presents, contact her at **713-839-8248**.

Daniel Zorn, CFRE
2002 HAVA President

Membership Renewal Time!

Don't miss any of the great 2002 HAVA activities. Be sure that you and your colleagues are involved—renew your annual HAVA membership now!

Membership forms are available at www.hava.org

Click on "HAVA Information," then "Membership."

Please direct questions or information changes to

Karen Holloman,
Membership Chair.

713-961-3993

kholloman@ccshouston.com

HAVA now has 71 members, representing 47 participant organizations and agencies

Appreciation goes to our new and renewed HAVA members
(January 9 to February 2, 2002)

✿ Diane Blom,
LifeGift Organ Donation Center
✿ Debbie Burchinal,
National Multiple Sclerosis Society
✿ Barbara Cooley,
LifeGift Organ Donation Center
✿ Shari Ferguson,
*Faithful Friends Animal-Assisted
Therapy Ministry*
✿ Alfonso Hernandez,
Houston Area Parkinson Society
✿ L. Susan Hill,
Individual/Consultant
✿ Virginia Lang,
Individual/Consultant
✿ Pamela A. Lemp,
St. Luke's Episcopal Health System

✿ Melinda Lober,
National Multiple Sclerosis Society
✿ Dariece McClure,
Gulf Coast Regional Blood Center
✿ Gayle McMorrow,
Individual/Consultant
✿ Jean Davis Myers,
Individual/Consultant
✿ Janey Nelson,
Interfaith Caring Ministries
✿ Donna L. Read,
Individual/Consultant
✿ Suzanne Staron,
St. Bernadette Catholic Church
✿ Elaine Waterland,
United Way of the Texas Gulf Coast

CONFERENCE CALENDAR

The following items are from the **Association of Volunteer Administration (AVA)**, avaintl.org/news/calendar.html
Updated January 29, 2002. To list events, contact AVA at avaintl@mindspring.com

• February 17-20, 2002: **Mapping the World of Possibilities—TADVS/TAHA Educational Conference** at the Houston Marriott West Loop. **Contact:** Randall T. Elms, randye@baylordallas.edu or Maryllyn Hargrave, 817-329-2665, maryllyh@baylordallas.edu. See also www.healthshare-tha.com/societies/tadvs.html. Program includes a Gift Shop Management Seminar and Tour; Celebrating Compassion: Avoiding Burnout; Free Chair Massage; Covey's 7 Habits; The Ambassador of Fun; and other entertainment and business.

• March 12-15, 2002: **Institute for Advanced Studies in Volunteer Management, Battle Creek, MI.** **Contact:** Volunteer Center of Battle Creek, 616-966-4189, linda4volctrbc@netscape.net. Presented by the Volunteer Center of Battle Creek in cooperation with the W.K. Kellogg Foundation, Michigan Nonprofit Association, Nonprofit Alliance, and Western Michigan University.

See **CONFERENCES**, Next Page

Other Timely Issues

Readers may wish to see a very relevant discussion entitled

"Mixed Messages from Government: Lessons from Minnesota",
by Susan J. Ellis (February 2002) at
<http://www.energizeinc.com/hot.html>

The **ENERGIZE, INC.** site regularly features a "Hot Topic", with options for readers' responses. Those relating to the current topic are most revealing of a chronic problem faced by volunteer administration professionals: lack of recognition for the comprehensive knowledge and expertise represented by our field in practice. View a very essential discussion on the conflicting messages from various levels of government regarding volunteerism in a time of great national transition.

Impact on our profession can be seen and stimulating responses can be viewed from diverse walks of life in management.

Message for local professionals: Continue to seize each opportunity to relate what the volunteer administrator does for the community, in both direct managerial tasks and through accomplishments of organizational volunteers. We are accustomed to promoting our programs and highlighting our volunteer forces. The value of the profession needs to be illuminated also, in the public arena and within the managerial structure of one's own agency or corporation. Readers may wish to tell the White House who we are and what we do, just in case the presidential aides missed these details.

—Vicki Henrichs, Editor

HAVA Questions?

For membership information, mailing label inquiries and questions regarding receipt of mailings, contact **Karen Holloman, Membership Chair, 713-961-3993** or kholloman@ccshouston.com. For inquiries about advertising in the **HAVA NEWS**, contact **Vicki Henrichs, Newsletter Editor, 713-974-3945** or vhenrichs@earthlink.net. For any other HAVA inquiries, please contact **Daniel Zorn, CFRE, HAVA President, 713-527-8219** or daniel@centerforaids.org.

Special Thanks to...



for webpage design and support on behalf of www.hava.org

Job Openings

• **The Houston Affiliate of the Susan G. Komen Breast Cancer Foundation** seeks the following:

(1) **A full-time administrative assistant.** Duties include general office tasks, accounts payable, and maintenance of membership and donor databases. The ideal candidate will have strong interpersonal and communication skills, computer proficiency, as well as experience with word processing, spreadsheet, data input and data management, and financial software. Interested candidates may send resumes to **2425 Fountainview, Suite 210, Houston, Texas 77057** or acskomen@aol.com.

(2) **A full-time Director of Volunteer Services.** The Director will be responsible for recruiting and preparing volunteers to work on behalf of the Affiliate and the Race for the Cure® as well as helping to support the educational mission of the Foundation. The candidate must have strong interpersonal skills, experience with managing volunteers, and working knowledge of database management programs. Flexibility in work hours is required. Interested candidates may send resumes to **2425 Fountainview, Suite 210, Houston, Texas 77057** or acskomen@aol.com.

• **Volunteer Coordinator** for residential youth shelter to develop innovative programs for volunteers; recruit, orient and place volunteers and mentors in the agency. Networks with other community volunteer programs. Requires Bachelor's Degree and 2 years experience managing a volunteer program. Candidate must exhibit good organization and planning skill and be able to provide direction and leadership. Must have excellent verbal and written community skills, as well as demonstrate good judgment, decision-making, flexibility and dependability. Mail resume with cover letter to **Covenant House Texas, 1111 Lovett Blvd., Houston, TX 77006. ATTN: HR. Fax # 713-523-6904.**

CONFERENCES — Continued from previous page



• March 18-19, 2002: **Forging New Links 2002**, at the Easton Hilton, Columbus, OH. **Contact:** [The Meeting Connection](mailto:TheMeetingConnection@pointsoflight.org), 614-888-2568.

• April 21-27, 2002: **National Volunteer Week. "Helping is Healing—Volunteer!"** **Contact:** VolunteerWeek@PointsofLight.org or 202-729-8168.

• April 26-28, 2002: **National Youth Service Day.** **Contact:** Info@ysa.org or 202-296-2992.

• April 29-May 1, 2002: **Minnesota State-wide Conference on Volunteerism—Connect the Dots** at the Duluth Entertainment Convention Center. **Contact:** 800-234-6687 or TERRY.STRAUB@STATE.MN.US. See www.mnvolunteerconference.org

• June 9-12, 2002: **National Community Service Conference, "Celebrate the American Spirit – Volunteer!"** in Salt Lake City. **Contact:** www.pointsoflight.org

• June 11-12, 2002: **Virginia Statewide Conference on Volunteerism** at Christopher Newport University, Newport News, VA. **Contact:** [Lisa Curry](mailto:LisaCurry@vcu.edu), 757-594-7158 or ldcurry@cnu.edu

• June 15, 2002: **Join Hands Day**, sponsored by National Fraternal Congress of America. **Contact:** www.joinhandsday.org

• October 9-12, 2002: **International Conference on Volunteer Administration**, sponsored by AVA, with a wide variety of keynote addresses, workshops, and other programs, in Denver, CO. **Contact:** [AVA](mailto:AVA@mindspring.com), P.O. Box 32092, Richmond, VA 23294; 804-346-2266 or avaintl@mindspring.com. See www.avaintl.org

Educational Meetings and Courses

• **University of Houston Graduate School of Social Work Continuing Education courses** run through May with CEU's offered in diverse areas from an Ethics Roundtable to courses on supervision, grantwriting, issues of aging, family violence, and emergency intervention. **Call** 713-743-1060 or see their site at www.uh.edu/ocp

• **United Way of the Texas Gulf Coast** holds informational and networking meetings through the **Interagency Information & Referral System** each second Thursday at the United Way Building, 2200 North Loop West. **Contact:** [Patricia Hall](mailto:PatriciaHall@unitedway.org), 713-685-2771.



WEB * GEMS

From the site for United Cerebral Palsy Association, Greater Utica, N.Y. Area, "INTERNET RESOURCES FOR NONPROFITS" at <http://www.ucp-utica.org>

• **Volunteer Management Software** at <http://www.npinfotech.org> or see <http://www.npinfotech.org/TNOPSI/volunteer/volindex.htm> Offers summaries of software/hardware requirements included in a specific description of software programs designed to aid nonprofit managers in a multitude of settings.

• **About.Com Net Resources**—An index of useful web resources for nonprofits, organized by category. See sections on accounting, board of directors, donations online, evaluation, fundraising, government resources, public relations, management, news, software, volunteers and much more. <http://nonprofit.about.com>