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## **Annual Report 2010/11**

**Manitoba** 

**TABLE OF CONTENTS**

**BACKGROUND .....3**  
**STRATEGIC PLAN FOR 2010/11 .....4**  
**LEARNING EVENTS .....4**  
**NETWORKING EVENTS .....6**  
**COMMUNICATIONS .....8**  
**PARTNERSHIPS .....10**  
**OUTREACH TO RURAL AND NORTHERN MANITOBA .....11**  
**VOLUNTEER AND PLANNING TEAM DEVELOPMENT .....11**  
**GOVERNANCE.....12**  
**SUMMARY .....13**  
**APPENDIX A: ORGANIZATION STRUCTURE.....14**  
**APPENDIX B: PLANNING TEAM VOLUNTEERS.....15**  
**APPENDIX C: BUDGET AND ACTUAL EXPENDITURES 2010/11.....17**

**BACKGROUND**

The New Professionals Network (NPN) is a volunteer organization that strives to bring new professionals from across the Manitoba Civil Service together to connect, learn, and grow. Since the inception of the NPN, the membership has continued to grow each year:

<b>Date</b>	<b>Number of Members</b>
March 31, 2007	147
March 31, 2008	370
March 31, 2009	511
March 31, 2010	569
March 31, 2011	598

In addition, as of March 31, 2011, the NPN was comprised of:

- 15% of its membership from rural and northern regions of the province, down from 19% in the previous fiscal year.
- 23 volunteers on three planning teams
- Nine Regional Ambassadors located throughout rural and northern Manitoba

Being a new professional is not about age. Membership in the New Professionals Network can be obtained by anyone in government who self-identifies as a new professional. A new professional can be someone who is new to government, new to a department, new to a career, or new to the working world. This inclusive definition of new professionals was developed based on initial discussions with new professionals and on the recommendations of the Deputy Minister Advisory Committee on Human Resources (DMACHR). This inclusive definition is somewhat unique when looking across similar networks in other jurisdictions, and has gained interest and attention from other jurisdictions.

The NPN initiative was created as an outcome from the October 2005 New Professionals Day that was organized by the Civil Service Commission (CSC) as part of the Renewal Strategy. One of the recommendations of the day was the establishment of an ongoing network to provide support to new professionals in the organization. The DMACHR approved the creation of this network, and advised that the network be managed and sustained by new professionals.

The DMACHR continues to support the NPN with guidance and advice, and the Civil Service Commission continues to support the NPN with annual funding, which in 2010/11 amounted to \$35,000.

The logistical and ongoing activities of the network are sustained by new professionals throughout government who volunteer on planning teams. These teams are coordinated by a steering committee, or CORE Team, which ensures that the activities and communications of the network occur in a synchronized and strategic manner. The CORE Team is also responsible for managing budgeted funds, expanding the network throughout the province, and making connections with other networks and organizations.

## MANITOBA NEW PROFESSIONALS NETWORK ANNUAL REPORT 2010/11

This is the fourth official annual report of the New Professionals Network, which reports on activities and accomplishments in the 2010/11 fiscal year. In addition, please see the companion document, which outlines strategic planning for the NPN in 2011/12.

Respectfully submitted,

Jennifer Bonekamp  
Co-Chair, New Professionals Network

### **STRATEGIC PLAN FOR 2010/11**

Before the 2010/11 fiscal year began, the three planning teams of the NPN, led by the CORE Team, engaged in a regular yearly strategic planning exercise to ensure that activities for the year would be connected to a larger strategic plan for the NPN. This plan was brought to DMACHR and was approved early in the 2010/11 fiscal year, which confirmed that the direction of the network was supported by senior leaders in the Government of Manitoba.

The strategic plan for 2010/11 was a continuation and expansion of the priorities that were identified in the previous year, and included:

- Enhancing the talent of new professionals by offering a series of learning events.
- Acting as responsible stewards of our environment.
- Providing networking opportunities for new professionals.
- Supporting government initiatives and priorities.
- Promoting and expanding the network in Winnipeg and in the rural and northern regions of Manitoba through communications and other informational mechanisms.

The strategic plan for 2010/11 was developed into a planning document, and is available at the NPN intranet site or through the Civil Service Commission. This report outlines the events and activities that were planned by the network for 2010/11, and identifies how the activities connect to the strategic plan goals that were laid out.

The remainder of this annual report will look at the actual activities that occurred in 2010/11.

### **HIGHLIGHTS FOR 2010/11**

#### **LEARNING EVENTS**

##### New Professionals Conference

The New Professionals Conference is the most prominent event organized by the New Professionals Network, and is planned at all stages by new professionals. This year's sixth annual event was held on November 1 and 2, 2010, and had over 230 people in

attendance. The Conference was entitled Moving Forward with Focus: Your Career in the Public Service. Speaker highlights at the conference included:

- John Clarkson Deputy Minister Manitoba Innovation, Energy and Mines, who served as keynote speaker and discussed the importance of leadership and what it takes to be successful in a constantly changing public sector environment;
- a spotlight session featuring five Manitoba civil servants who shared their personal stories on learning a new language (English, French, Korean, Ojibwe and American Sign Language), emphasizing that every personal development journey begins with one step (or word) and demonstrating that any goal is achievable;
- presentations provided by civil servants entitled *The Secret to My Success* and *Human Resources Boot Camp* to support career goals of participants. Objectives included insight on the essence of leadership, elements for building a successful career and information on how to apply for work within the provincial government;
- an extended, energetic and exciting session with Deri Latimer on the topic of *Feed your Focus: Using Feedback and Feedforward to Fuel your Success* informed participants how their success as a professional depends on their ability to perform at their best – their ability to give and receive feedback and feedforward; and
- an extended closing session with a new professional speaker Jennifer Cottes titled *Simplicity and Focus* served as practical guidance on how to align personal values and passion for effective leadership.



Networking was a key component of the event and opportunities were provided for new professionals to network amongst themselves during breaks and over lunch while working together to explore the concepts being discussed. Participants also had the opportunity to interact with managers during the senior management luncheon.

Environmental sustainability efforts were continued, and included the recycling of lanyards; having presentations online versus providing paper copies; printing where necessary on sustainable paper; use of vegetable inks for all printed materials; the usage of organic coffee, tea, and sugar; providing local, organic and fair trade foods; and composting.

As with previous years and as part of the NPN outreach strategy, there was a conscious effort to include rural and northern Manitoba new professionals. The NPN covered accommodation fees for participants from outside Winnipeg, and webinar technology made portions of the day available via computer to those who were not in attendance.

Feedback from the conference was very positive, and participants noted the event exceeded expectations, was motivational and inspiring. Many felt they learned much to

support their career with the Government of Manitoba. Suggestions collected will be incorporated into planning for the 2011/12 conference.

#### Half-Day Workshop

The 2010/11 year saw one half-day workshop in response to positive feedback taken from the 2010 Conference evaluation forms, where participants spoke highly of the “HR Bootcamp: Earning Your Stripes” introduction to human resources in the Government of Manitoba. As a sequel to the popular event, a session was held that delved deeper into the topic and its relevance for new professionals.

“The Hiring Process and You!” featured Lisa McNish Eldridge, new professional and human resource consultant from the Civil Service Commission, who presented a dynamic step-by-step analysis of the human resources process. The workshop allowed for group work and exercises, and featured much input from the 32 attendees.

The session was provided free of charge to NPN members, and was a half-day in length to promote more learning time than a lunch and learn session. An evaluation was done and attendees spoke highly of the event.

#### Lunch and Learn Sessions

In order to offer learning in various forms, the NPN again offered one Lunch and Learn session, in addition to the learning events above. The lunch and learn format provided an opportunity for new professionals with busy schedules to attend an NPN event. Similar to the half-day workshop, the lunch and learn was provided free of charge to attendees.

A September 2010 lunch and learn session was held on the topic of leadership presented by Shirley Swan, development consultant, Civil Service Commission. Shirley provided a passionate informational message on advancing your career in government. Participants learned how to create their own learning plans and identify personal development activities and competencies. Webinar technology was used for this event to reach rural, northern and other members who were unable to attend the event.

Evaluations for all events were completed and feedback continues to be incorporated into future program development.

### **NETWORKING EVENTS**

A variety of events were planned and implemented during the fiscal year to provide new professionals with an opportunity to meet outside of working hours in order to get to know each other and network in a social environment. Events were planned to ensure different interests and activity levels of NPN members were met. Events included:

Sport-related networking events:

- Runners were given a chance to participate on the two NPN relay teams at the Manitoba Marathon in Spring 2010. Additionally, NPN members participated as official volunteers at the Marathon as race marshals and photographers. Feedback from participants and observers at the event was positive.

## MANITOBA NEW PROFESSIONALS NETWORK ANNUAL REPORT 2010/11

- The Networking Team volunteers organized an NPN volleyball team “The NET-Workers” who participated in a weekend tournament in July 2010.
- Due to a lack of participants, the NPN did not organize a dragon boat team in 2010/2011. In its place, however, there was winter league dodgeball. Interest in the activity was high and the Networking Team was able to form two dodgeball teams: “The Goverantors” and “The Bureaucrats”.



### Fundraising events:

- The NPN again participated in the Rotary Club’s annual Chicken Fest Fundraising Lunch, where participants came together to network and eat lunch, with proceeds donated to charities in Winnipeg.
- The NPN once again volunteered to collect and distribute fresh and non-perishable food items and toys to a family in need over the holiday season. Three drop-off locations provided members an opportunity to support a family of six. Due to the overwhelming generosity of members, extra items were provided to the Christmas Cheer Board and the NPN plans to provide hampers to two large families in 2011/2012.
- Planning meetings were held in the Networking Events Team and the CORE Team to discuss opportunities for increased involvement in charity and fundraising work for the next fiscal year.

### Informal networking events:

- On-going and year round activities include the continuation of two book-clubs and the establishment of a French speaker’s conversational group “on s’rencontre”. All three groups continue to meet every six weeks to discuss, and share. Also, “On s’rencontre” supported Winnipeg’s local French Film Festival by attending a screening of locally-made French films.
- The annual recognition of the Festival Du Voyageur was well attended with 25 members participating at the lunch held at the Centre Cultural Franco-Manitobain.
- During the 2010 conference, a facilitated activity aimed to put into practice lessons learned at the conference, encouraged members to share their unique skills and abilities with each other. The activity was well received and engaged participants to continue networking long after the activity’s conclusion.

Formal networking events:

- Building on the incredible success of past new professionals conference luncheons, the NPN once again organized a lunch with senior managers to facilitate discussion and dialogue between new professionals and deputy ministers. Over 25 senior managers shared their insight during the luncheon and new professional volunteers operated as table hosts to facilitate and stimulate conversation between senior managers and new professionals.
- The Networking team also organized a breakfast and a lunch with deputy ministers, Fred Myers, Manitoba Conservation and Joy Cramer, Manitoba Housing and Community Development respectfully. At these important events, deputies shared their insightful career advice and lessons in government policies, programs and processes. The continued positive feedback and evaluations from participants reflect the value of these networking events and as such will be planned again in the next fiscal year.



NPN encouraged members to bring a friend or family member at all of the informal and sporting activities. Additionally, car-pooling continued to be a priority. Feedback from new professionals on networking events, both at events and through email, will be incorporated in planning processes for the upcoming year.

## **COMMUNICATIONS**

### Communication with Members

The main method of direct communication with new professionals continues to be the use of email. When civil servants join the NPN, they are automatically added to a distribution list, and are emailed regular updates of upcoming events; the NPN newsletter; and general information.

From this distribution list, member databases are maintained and statistical reports are generated to better understand the demographics of the membership. This information is shared with senior management upon request in order to aid in departmental initiatives for new professionals.

## MANITOBA NEW PROFESSIONALS NETWORK ANNUAL REPORT 2010/11

Emails refer members to the NPN website, encourage active participation in NPN events; solicit feedback for planning future events when appropriate, and communicate relevant information affecting NPN membership.

Information about the NPN is also posted on the intranet site, which is housed on the Civil Service Commission intranet site. The intranet site is developed and maintained by new professionals, and updates for content are provided by the various planning teams. Information on the site includes current and past issues of the newsletter; information on the inclusive definition of a new professional; how to join the network; upcoming event notices; and past event summaries and presentations.

The previous fiscal year saw a redesign of the intranet site, as well as enhancements to the site which provide more information to managers about what the NPN is and facilitate a more efficient archiving of past events and newsletters. The website is updated on a monthly basis.

NPN information is also provided to the wider public on the Civil Service Commission internet site. The internet site does not include all event-specific information as some events are open to Manitoba civil servants only.

The NPN newsletter continues to be distributed, and receives strong, positive feedback from NPN members and senior managers. In 2010/11, three newsletter issues were published: spring/ summer, fall and winter. A government or department theme was assigned to each issue of the newsletter, and included opportunities for new professionals to get involved by responding to quizzes and asking for feedback. Newsletters also featured information related to promotion, coverage, and follow-up of NPN events and encouraged submissions from all NPN members and guest writers.

### Promotion of the NPN

All planning teams ensured the NPN visual identity was present on all webpages, event posters, and promotional items.

New promotional items were not purchased in the interest of expenditure management. Instead, reusable tote bags, flying disks and retractable ID tag holders that were still in inventory were used to promote the network and given out as prizes at events.



Informational postcards (or “rack cards”) continue to be used in various promotional methods, including at NPN events, career fairs and in human resource services offices. More cards were printed in anticipation of providing a card in each welcome package to new appointments in government.

Awareness of the NPN is also covered in the Civil Service Commission’s Corporate Orientation, so those new to government can more easily find the NPN and follow links to the intranet site.

The NPN continued to deliver information sessions on the network to various groups and organizations, such as department lunch and learn sessions, new interns, and STEP students. The NPN was also present at and actively promoted the NPN at the Office Professionals Symposium.

#### Communications Technology

A feature that continues to be used at events is the usage of webinar technology, which allows those who are not physically present at the event to participate over a computer with internet access or a phone connection. Webinar was used at workshops and at the New Professionals Conference to increase accessibility of these events, particularly for those from rural and northern areas of Manitoba.

### **PARTNERSHIPS**

During the year, a number of partnerships were continued and sustained to connect the NPN with other organizations.

During summer 2010, MB4Youth, the NPN, and the Civil Service Commission continued their partnership in holding an appreciation barbecue to thank STEP students for their contributions to the organization. New professionals were also invited to the event and were encouraged to network with students and promote the Government of Manitoba as a career option. Events were held in Winnipeg and Brandon to cover a larger area of Manitoba.

Meetings continued with the NPN and MB4Youth to discuss ways additional partnerships could be developed.

In addition, the NPN works collaboratively with the Civil Service Commission’s Corporate HR Policies and Programs Branch (formerly Staffing and Diversity Branch) to ensure NPN presence at career fairs, in order to promote public service as a career choice for youth.

The NPN also works collaboratively with other organizations like IPAC-Manitoba and Service Quality Partners to share and promote other events occurring that NPN members might be interested in.

Regular communication also occurs with other jurisdictions in Canada that have similar networks, including New Brunswick, Ontario, and Saskatchewan, to further information sharing.

## **OUTREACH TO RURAL AND NORTHERN MANITOBA**

For the 2010/11 fiscal year, one of the continuing priorities for the NPN that was identified by the DMACHR was the implementation of an Outreach Strategy that aims to expand the NPN and make it more accessible to new professionals in rural and northern Manitoba.

A key component of the Outreach Strategy is the NPN regional ambassadors, who are volunteers from various departments that are located in rural and northern regions of the province. Regional ambassadors plan and execute events that occur in their region of the province. They also provide advice and comments on how the NPN can be more involved and effective in the rural and northern areas of Manitoba.

During the fiscal year, NPN regional ambassadors were located in the following areas of the province:

- Altona
- Arborg
- Brandon
- Dauphin
- Morden
- Portage la Prairie
- The Pas
- Thompson
- Virden

To address the Outreach Strategy the intent was for NPN CORE team to meet with the regional ambassadors through quarterly conference calls and by regular email correspondence with the NPN co-chairs. Unfortunately, due to the large changeover in the CORE team this was not ideally met. The CORE team and the regional ambassadors are working to improve communications and initiatives in the upcoming fiscal year.

In the summer of 2010, the annual barbecue for STEP students was expanded into the area of Brandon, where the Regional Ambassadors from Brandon and Virden organized a barbecue and networking event for local STEP students and new professionals.



To promote regional presence at the 2010 New Professionals Conference, all regional ambassadors had registration, accommodation, and transportation costs covered by the NPN, as opposed to their home departments. All other attendees to the conference from rural and northern Manitoba had accommodation costs covered by the NPN.

## **VOLUNTEER AND PLANNING TEAM DEVELOPMENT**

### Volunteer Development

To provide feedback to volunteers on the planning teams and emphasize the development opportunity this provides, development conversations were held between volunteers and co-chairs when requested by the volunteer.

A volunteer application form continues to be used when bringing new volunteers onto planning teams, in order to provide clarity on the volunteer role and to ensure that supervisors clearly give their support for the involvement of new volunteers.

Where possible, planning team volunteers were also assigned to take leadership of specific events and tasks, to provide leadership development opportunities for volunteers, and highlight the learning aspect of being involved on planning teams. Each team works very closely to identify various tasks and responsibilities, and then assign them to volunteers based on the areas each volunteer would like to focus their skill development within.

#### Succession Planning

There was significant turnover in the planning team co-chair positions during the year. Planning team volunteers were encouraged to apply for vacant co-chair positions when vacancies occurred. Succession planning was also utilized with some success during the year and a few of the co-chair positions were filled before the outgoing co-chair departed the network – in order to provide training and knowledge transfer.

Throughout the 2010/11 fiscal year the network experienced changes to greater than 50% of its Winnipeg planning team volunteers. Planning team volunteers continue to share and transfer knowledge through ongoing availability, mentorship and documentation on the shared drive. Whenever possible, event packages are created.

### **GOVERNANCE**

#### Strategic Planning

The strategic planning process developed two years ago was again followed, and featured opportunity for input and involvement of all volunteers. Strategic planning occurred in January - March 2011 and consisted of:

- Individual planning teams meeting to discuss team-specific goals and ideas.
- All planning teams meeting together to share ideas and discuss how to incorporate the three teams' ideas and plans into one strategic plan for the NPN.
- A meeting of the CORE Team to develop one strategic planning document for 2011/12, along with the related budgetary requirements, that would be presented to the Civil Service Commission and the Deputy Minister Advisory Committee on Human Resources

#### Financial and Budget Management

The CORE Team is responsible for managing funds allocated to the NPN in 2010/11, with one of the NPN co-chairs assigned as the financial officer to create summary financial reports and analysis.

For the 2010/11 fiscal year, the NPN operated successfully within the allocated budget. Appendix C provides additional financial information.

Financial guidelines are in place to clearly outline the NPN financial processes and reporting requirements for all planning team volunteers and other stakeholders.

Internal Processes

NPN guiding principles are in place which provides volunteers with information on the NPN vision and guiding principles. Communication guidelines assist planning team volunteers with NPN communication standards and procedures.

Recruitment and selection guidelines, procedures, and co-chair role profiles are in place and are based on Manitoba Civil Service staffing principles of merit, fairness, and equity.

**SUMMARY**

The 2010/11 fiscal year was the fourth full year of operations for the NPN. The organization continues to learn from events and from the membership. These lessons are incorporated into the strategic planning process for the next fiscal year and help develop procedures and clarifying communications, both to planning team volunteers and to members of the network.

Feedback from network members and from senior managers continues to be very positive. The feedback received reinforces the fact that the NPN initiative is valued and important to Manitoba civil servants.

The NPN also continues to find success with attracting a diverse group of new professionals, both as members of the network and as planning team volunteers. One example of this diversity is the eight-person steering committee or NPN CORE Team, which continues to maintain a diverse representation including female and male members, Aboriginal persons, visible minorities, immigrants, persons with disabilities, members of the Francophone community, and members of the lesbian, gay, bisexual, transgender, and two-spirit (lgbtt) community. This gives the NPN a vibrant perspective when working to meet its mandate, and is an example of how organizations can meet the goals laid out in the Government of Manitoba's Diversity Strategy.

The NPN is also working to continue increasing the expansion of the network beyond Winnipeg into various communities in rural and northern Manitoba. The NPN recognizes that this is an ongoing priority, and that there is room for even more progress in this area.

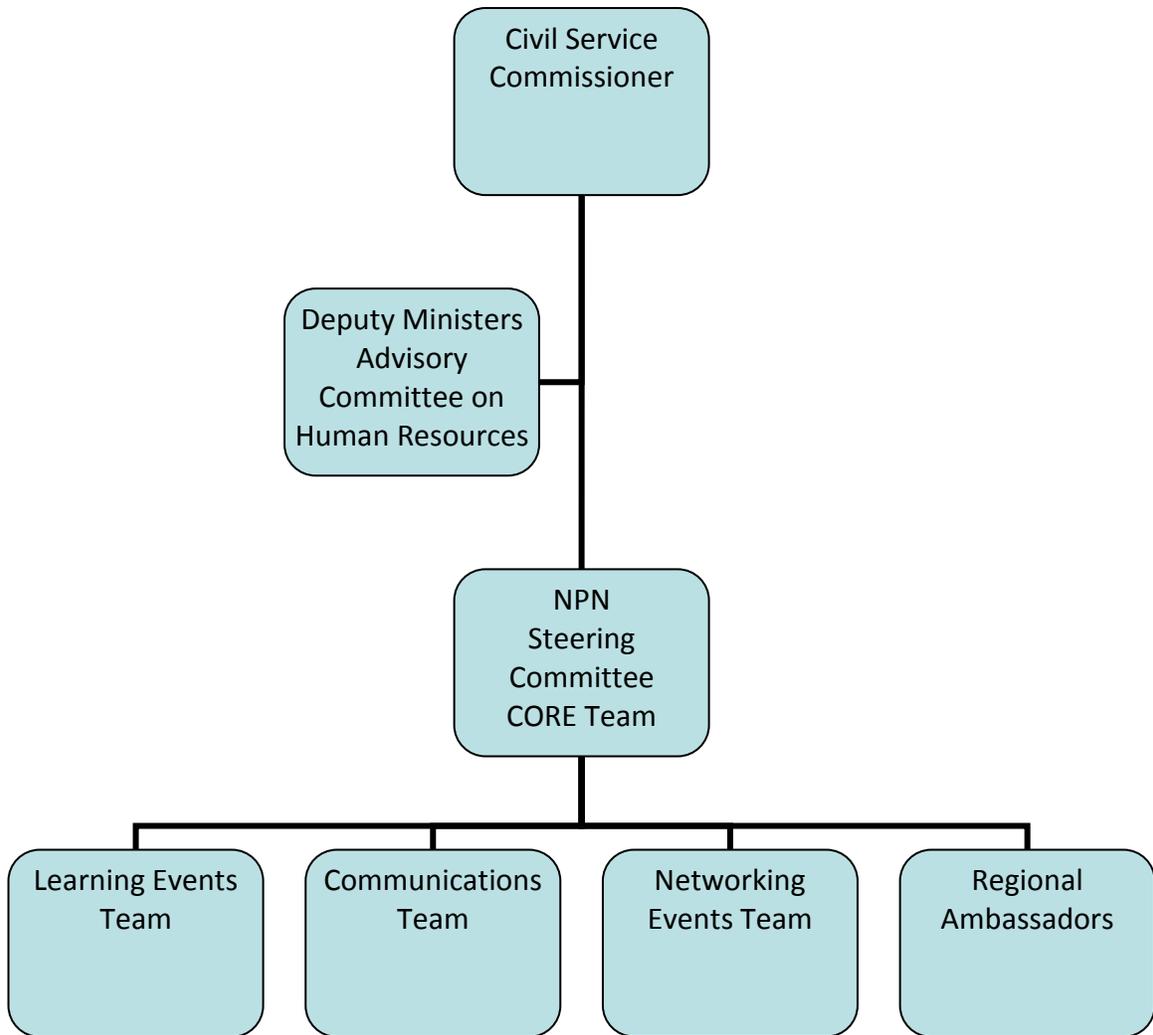
Overall, the NPN was able to provide an increased array of learning and networking events to an increasing membership, and to increase the effectiveness of communication to current and potential members. Promotion of the network expanded in the year using various mediums and enhanced forms of communication.

It is our belief that the NPN initiative is a strong and successful example of the Government of Manitoba's commitment to renewal in the organization, and of its commitment to the attraction and retention of new professionals in the Manitoba Civil Service.

Respectfully submitted,

Jennifer Bonekamp  
Co-Chair, New Professionals Network

**APPENDIX A: ORGANIZATION STRUCTURE**



**APPENDIX B: PLANNING TEAM VOLUNTEERS**

**AS AT MARCH 31, 2010**

<b>Name</b>	<b>Department</b>	<b>Role</b>
Jennifer Bonekamp	Civil Service Commission	CORE / Co-Chair, NPN
<b>Communications Team</b>		
Dupuis, Brigitte	Infrastructure and Transportation	CORE/ Co-chair
Gibson, Brent	Entrepreneurship, Training and Trade	CORE/ Co-chair
Almodovar-Verga, Rose	VEMA	Planning Volunteer
Hay, Stacey	Conservation	Planning Volunteer
Jichuk, Mélanie	Culture, Heritage and Tourism	Planning Volunteer
Parada, Gosia	Health	Planning Volunteer
Onufreychuk, Mike	Civil Service Commission	Planning Volunteer
<b>Learning Events Team</b>		
Natiuk, Jessica	Family Services and Consumer Affairs	CORE/ Co-chair
Chen, Sunny	Health	Planning Volunteer
Dey, Asit	Conservation	Planning Volunteer
Hellsten, Heidi	Civil Service Commission	Planning Volunteer
<b>Networking Events Team</b>		
Dunne, Ian	Labour and Immigration	CORE/ Co-chair
Stevenson, Heather	Housing and Community Development	CORE/ Co-chair
Espinola, Janice	Finance	Planning Volunteer
Lapierre, Kristie	Infrastructure and Transportation	Planning Volunteer
Scharikow, Michael	Infrastructure and Transportation	Planning Volunteer
Vadas, Jeff	Civil Service Commission	Planning Volunteer
Welter, April	Justice	Planning Volunteer
<b>Regional Ambassadors</b>		
Barbeau, Robert	Aboriginal and Northern Affairs	The Pas
Grills, Carla	Civil Service Commission	Brandon
Hunter, Donna	Justice	Viriden
Klassen, Melodie	Agriculture, Food, and Rural Initiatives	Arborg
Kroeker, Lavonne	Agriculture, Food, and Rural Initiatives	Altona
Lawrence, Scott	Family Services and Consumer Affairs	Portage la Prairie
Smith, Christine	Civil Service Commission	Thompson
Sumner, Kevan	Agriculture, Food, and Rural Initiatives	Brandon
Terra, Maureen	Agriculture, Food, and Rural Initiatives	Morden

**VOLUNTEERS IN 2010/11**

<b>Name</b>	<b>Department</b>	<b>Team</b>
Aguilar, Vivian	Culture, Heritage and Tourism	CORE / Co-Chair, NPN
Wiebe, Matt	Civil Service Commission	CORE / Co-Chair, NPN
<b>Communications Team</b>		
Fowler, Josette	Civil Service Commission	CORE/ Co-chair
Jichuk, Mélanie	Culture, Heritage and Tourism	CORE / Co-chair
Denton, Michael	Family Services and Consumer Affairs	Planning Volunteer
Pay, Erick	Entrepreneurship, Training and Trade	Planning Volunteer
<b>Learning Events Team</b>		
Atkinson, Jennifer	Culture, Heritage and Tourism	CORE/ Co-chair
Edmundson, Courtney	Family Services and Consumer Affairs	CORE / Co-chair
Barroso, Jose	Finance	Planning Volunteer
Estrellada, Marife	Family Services and Consumer Affairs	Planning Volunteer
Molod, Rommel	Conservation	Planning Volunteer
<b>Networking Events Team</b>		
Blandignères, Franck	Culture, Heritage and Tourism	CORE/ Co-chair
Frias Mira, Ana	Civil Service Commission	CORE / Co-chair
Laing, Tracy	Civil Service Commission	Planning Volunteer
Minaker, Chris	Finance	Planning Volunteer

Note: Yellow Shading = Co-chair of planning team

MANITOBA NEW PROFESSIONALS NETWORK ANNUAL REPORT 2010/11

**APPENDIX C: BUDGET AND ACTUAL EXPENDITURES 2010/11**

**New Professionals Network**

**Civil Service Commission**

**Province of Manitoba**

**Final Budget and Actual Expenditures 2010-11**

Area of Activity		Budget 2010/11 (\$)	Actual 2010/11 (\$)	Variance Actual to Budget Under (Over)
LEARNING EVENTS				
	Brown Bag Lunch Series	\$100.00	\$139.00	(\$39.00)
	Annual Event/Conference (note 1)	\$15,000.00	\$14,780.60	\$219.40
	Learning Event Workshops (note 2)	\$1,000.00	\$242.76	\$757.24
	<b>Sub-Total Learning Events</b>	<b>\$16,100.00</b>	<b>\$15,162.36</b>	<b>\$937.64</b>
NETWORKING EVENTS				
	Networking Event Costs (note 3)	\$1,900.00	\$279.12	\$1,620.88
	Member Recognition	\$600.00	\$171.27	\$428.73
	<b>Sub-Total Social Events</b>	<b>\$2,500.00</b>	<b>\$450.39</b>	<b>\$2,049.61</b>
COMMUNICATIONS				
	NPN Central Email Addresses	\$500.00	\$129.30	\$370.70
	Banner and Stand	\$0.00	\$0.00	\$0.00
	Brochure	\$2,000.00	\$1,043.30	\$956.70
	Promotional Items	\$0.00	\$0.00	\$0.00
	<b>Sub-Total Communications</b>	<b>\$2,500.00</b>	<b>\$1,172.60</b>	<b>\$1,327.40</b>
OUTREACH ACROSS MANITOBA				
	Travel and Transportation Costs (note 4)	\$5,000.00	\$1,460.40	\$3,539.60
	Event Costs	\$3,900.00	\$0.00	\$3,900.00
	<b>Sub-Total Outreach</b>	<b>\$8,900.00</b>	<b>\$1,460.40</b>	<b>\$7,439.60</b>
NEW INITIATIVES				
	Strategic Planning and Development	\$5,000.00	\$1,015.16	\$3,984.84
	<b>Sub-Total New Initiatives</b>	<b>\$5,000.00</b>	<b>\$1,015.16</b>	<b>\$3,984.84</b>
<b>TOTAL COSTS 2010/11</b>		<b>\$35,000.00</b>	<b>\$19,260.91</b>	<b>\$15,739.09</b>

**VARIANCE NOTES:**

1. The NPN annual conference had a surplus due to careful expenditure management and increase of registration fees (\$16,380 recovery) charged to attendees' departments.
  2. Workshops and lunch and learn events were held in the Woodsworth Building as a cost-savings measure.
  3. More networking events were managed on a cost-recovery basis than anticipated, resulting in significant cost savings. (\$1399.82 actual less \$1120.70 recovery)
  4. Less outreach events were planned and executed than was budgeted for in the year.
- OVERALL NOTE: The NPN actively considered government-wide expenditure management initiatives in all decision-making throughout the year, allowing for considerable cost savings for 2010/11.

Contact: NPN co-chair - Jennifer Bonekamp - 945-2714 - jennifer.bonekamp@gov.mb.ca