

**Agenda Item 1(b)**  
**October 10/23 Board Meeting**

**From:** Keith Martin <Keith.Martin@cafii.com>

**Sent:** Monday, August 21, 2023 12:05 PM

**To:** CAFII Board, EOC, and Other Committee Members

**Cc:** Brendan Wycks <brendan.wycks@cafii.com>; Lyn Wallington <lyn@managingmatters.com>; 'david moorcroft' <david@strategy2communications.com>; Troy Woodland <Troy.Woodland@cafii.com>; Shanay Smith <Shanay.Smith@cafii.com>; Robyn Jennings <Robyn.Jennings@cafii.com>; Jake Becker <jake.becker@cafii.com>

**Subject:** CAFII: Welcome to CAFII's New Staff Members--Operations Manager--Research Analyst

Hello CAFII Board, EOC, and Committee Members,

CAFII has been engaged in recruiting two new hires, an Operations Manager, and a Research Analyst, to prepare for the retirement of Brendan Wycks at the end of this year.

I am delighted to let you know that we now have two new staff members who have formally started today.

Shanay Smith, Operations Manager, has a wealth of experience in project management, operations, and senior administrative support.

[Shanay Smith LinkedIn Profile](#)

Robyn Jennings, Research Analyst, brings excellent analytical, research, and writing skills with a background working in numerous government agencies, including Global Affairs Canada.

[Robyn Jennings LinkedIn Profile](#)

I will be setting up a series of virtual meetings with all CAFII Chairs and Vice Chairs so they can meet Shanay and Robyn, and I also look forward to introducing them to you in person at upcoming CAFII meetings and events.

**Background Information**

Lyn Wallington, from our Association Management Company Managing Matters, has been pivotal in this effort. Over 2000 applicants were received for each position. The two successful applicants went through a phone interview, an in-person interview with Lyn and me, a panel interview with the EOC Chair Rob Dobbins and Vice Chair Karyn Kasperski (EOC members were also invited to join that panel interview and R&E Committee Chair and EOC member Andrea Stuska was also present at that meeting), and each candidate submitted a written assignment. Through this rigorous process we were able to find two candidates with excellent skillsets, and who have a strong cultural fit with CAFII.

Please join me in welcoming Shanay and Robyn to their new roles!

Regards,

--Keith

**Keith Martin**

Co-Executive Director / Co-Directeur général