

Agenda Item 6(b)
September 19/23 EOC 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