



BULLETIN

Subject: New Office Manager and Office Change of Address

Bulletin No.: **2011 - 03**

Posted Date: May 31, 2011

Post Until: November 30, 2011

As referred to in a previous bulletin, our long serving office manager, Linda Epp will be retiring effective June 1st. As most of you are aware, Linda's departure will also mean a change in the office location as it has been located in the Epp's home since CARS' inception. Since the announcement, the CARS Board of Directors has been working to find a replacement as well as to deal with the logistics of moving the office.

The CARS Board is pleased to announce that effective June 1st, Ms. Colleen Hughes will be taking over as the CARS office manager. Colleen has previously worked for a national law firm for five years as the executive assistant to the CFO and also has a Communication / Journalism Degree. An avid photographer, her interest in rally started many years ago, and in 2004 she met her husband, Keith Morison who introduced her to rallysport. From there she has learned much about the sport and the supportive environment of the rally community. She has agreed to take over the office management on a contract basis until the end of 2011, at which point the Board will arrange for a more permanent solution.

As Colleen's home is in Calgary, the Board will be changing the office mailing address to Alberta. Effective immediately, the new office address will be;

**Suite #403,
104-1240 Kensington Rd. NW,
Calgary, AB,
T2N 3P7.**

The phone number to reach the CARS office will remain unchanged at **(905) 640-6444**. Calls to this number will be forwarded to the new office automatically. Within the next 30 days, CARS will be launching a Canada-wide toll free number to replace the current number. Details of this change will follow in due course.

As always, the CARS office can be contacted by email and this address is also unchanged. The email address for the office is office@carsrally.ca

Office operating hours will be variable for the next few weeks, as Colleen has other work commitments that will change in late June. Office hours will be posted on the CARS website (www.carsrally.ca) and will be updated as Colleen's schedule stabilizes. When the office is closed, messages may be left either by voicemail or email, and Colleen will reply within 1 business day.

Unfortunately, although Colleen has some French language ability, she is primarily an English speaker. She will do her best to answer French inquiries to the office, particularly those sent by email. The Board is working on a solution to assist with French telephone inquiries, however in the interim, the CARS president, Tom McGeer has agreed to take calls from French speakers if necessary. He will assist in translating messages to and from the office. You may contact him at **(647) 966-0772**.

Finally, as noted above, Colleen is currently under contract until the end of 2011. This was done due to the short timeline the Board was working with and the inability to interview interested candidates in the time available. Once the Board has had a chance to better assess the requirements of the office manager position, a formal request for expressions of interest in the position will be posted. The Board expects this to occur later in the summer, with a permanent solution for 2012 and beyond being announced in the fall.

The Board of Directors would like to welcome Colleen into the CARS family and hopes the rally community will find her a fitting replacement in the office manager position. If you have any questions, concerns or comments, please contact your region rally director, or the CARS president directly.

Tom McGeer,
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