



2016 Career Transition Institute Annual Report

Our Mission

To educate our members about the professional skills and strategies needed for a successful job search, career change, or career advancement in today's job market.



Who We Are

Career Transition Institute is a 501(c)(3) nonprofit organization providing enhanced job search skills, accountability and encouragement to move members through their professional career transition journey. We have no paid staff.

What We Did in 2016

The Big Move

With many thanks and much appreciation to members and Board members, Career Transition Institute vacated our office of approximately 30 years on June 30, 2016. Cash flow has improved considerably since then.

Our address is a box number at the local UPS store. The staff there suggested we make the box a suite. The main computer and files are at the home of the Continuity Director who also serves as Board Treasurer. The financial computer and files are at the home of the member Treasurer.



Monday Morning MeetUps

Monday meetings were changed to Monday Morning MeetUps. These are now at North Broadway United Methodist Church, 48 E. North Broadway in Clintonville. The time changed to 9:30 since the church office does not open until 9:00. We make a \$50 donation per month for use of their facilities.



Monday Morning MeetUps remain free and open to the public. Visitors are welcome to learn from the day's speaker and get to know the members. They are then invited to the Guest Overview to learn how Career Transition

Institute can help them in their job searches.

Marketing at Job Fairs

We staffed several Job Fair tables including the Employment for Seniors Career Expo, Franklin University's Job Fair for students and alumni and two ABC6 Job Fairs. At the latter, Jim Bishop was speaking and therefore had free tables that he donated to us which we much appreciate.

Job Search Curriculum

Our job search curriculum of 17 courses was reduced to 12 as a result of feedback that prospective members were overwhelmed. These 12 courses continue to cover the full spectrum of today's job search process, from getting organized through salary negotiation. Evaluations from participants remain very positive. Titles and descriptions are attached.



What We Did in 2016 (Cont'd)

Personal Support

Members often tell us that the most important service we provide is personal support through what is generally considered a rough time in someone's life. The encouragement, reassurance and new ideas that members provide each other are priceless.

Professional Networking and Alumni Socials

Again this year, Career Transition Institute hosted four Professional Networking and Alumni Socials at King Avenue 5 Sports Bar which has an excellent back room that fits our purpose very well. CareerTI provides the appetizers and there is a cash bar. These are also fundraising opportunities with a silent auction and 50/50 raffle. All of our alumni, prospective members, Monday speakers and the public are invited.



The Socials are a great opportunity for members to network with and learn from alumni and guests. Many members have been greatly encouraged through these gatherings and some have had their job searches and/or attitudes completely turned around.

Constant Contact

Constant Contact emails about our Monday Morning MeetUps and events were created and sent on a regular basis to prospective members, news media, libraries and churches.

Redesigning Brochure

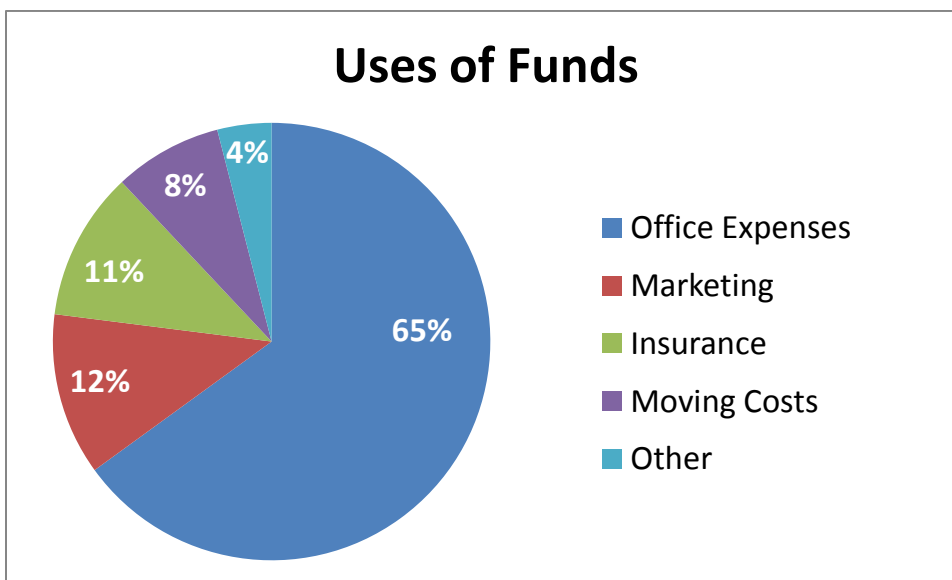
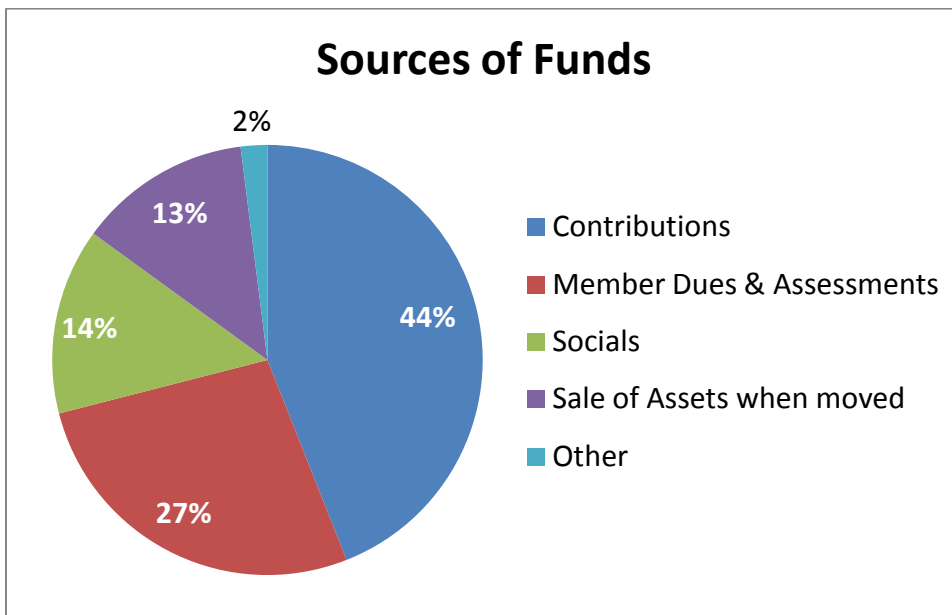
A graphic artist was hired to redesign our brochure and make it more of a marketing piece than an information piece. It will be completed in 2017.

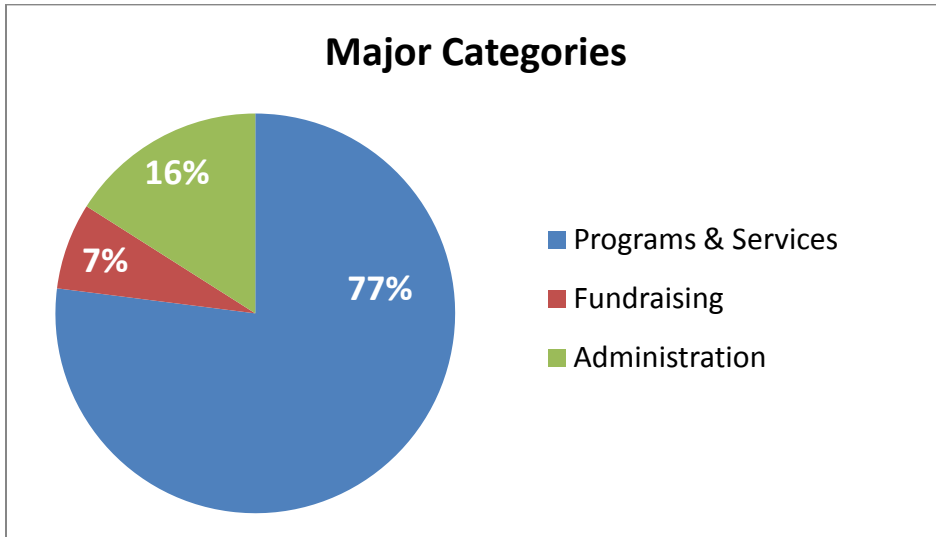
Funding

Funding for Career Transition Institute comes from a combination of member dues, donations from alumni and others. Non-member workshop fees also add to our funds. Almost all of our income is used to provide programs to our members. There is no paid staff.

Sources and Uses of Funds

The charts below provide a breakdown of the sources and uses of funds for Career Transition Institute in 2016.





Programs and Services Expenses

Programs and Services expenses came to \$9,191 which was 77% of total expenses

Management and General Expenses

Management and General expenses came to \$1,895 which was 16% of total expenses

Fundraising Expenses

Fundraising expenses came to \$895 which was 7% of total expenses.

Summary of Key Metrics

	2016	2015	2014
Total Members	24	28	37
New Members (included above)	11	12	20
Members Landed a Job	8	8	20
Training Classes Completed	91	114	154
Training Hours Completed	471	434	810

Financial Summary

	2016	2015	2014
<u>Expenses</u>			
Membership Dues and Assessments	3,295	3,733	6,579
Contributions, Gifts and Grants	5,405	10,809	14,397
Networking and Alumni Socials	1,699	1,134	0
Sale of Assets during Move	1,585	0	0
Other Revenue	<u>283</u>	<u>1,316</u>	<u>1,128</u>
Total Revenue	12,267	16,992	22,104
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<u>Income</u>			
Rent and Utilities	6,152	11,099	16,205
Printing and Postage	1,087	634	1,107
Moving Costs	1,000	0	0
Networking and Alumni Socials	279	1,449	0
Marketing	1,015	576	125
Other Expenses	<u>2,408</u>	<u>2,924</u>	<u>3,959</u>
Total Expenses	11,941	16,682	21,396
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Excess (Deficit) for the year	326	310	708
Net Assets, Beginning of Year	6,205	6,205	6,205
Other Changes in Net Assets	3,111	0	0
Net Assets, End of Year	3,094	6,205	6,205



PASSPORT TO SUCCESS

Take the courses you need.

1. **Organizing Your Job Search** – how do I prepare myself to begin my job search.
2. **Introduction to Accomplishment Statements** – these are your on-the-job achievements that go on your resume. We show you how to find and write these statements.
4. **Oral Communications Skills** – includes 30-Second speech, effective use of the phone and handling tough questions in interviews.
5. **Written Communication Skills** – includes resume styles and formats and guidelines for writing it; creating your professional profile and writing professional
6. **Effective Networking Skills** – why network and what are best practices. How to prepare for it, what to do during and how to follow-up.
7. **Effective Interviewing Skills** – learn to confidently handle interviews; how to prepare, what to do during and how to follow-up
8. **Interviewing Skills Lab** – come dressed for an interview; bring your resume and a job description. The instructor videos you as he asks you questions. You get to see yourself as the interviewer sees you.
9. **Effective Negotiation Skills** – role play the best ways to negotiate salary and other employment-related matters.
10. **LinkedIn: Ask the Expert** – LinkedIn is the place for professionals to be found by recruiters and others. Also find hiring managers and others working for the companies you want to work for to contact for informational interviews. Learn how to use it to your advantage.
11. **LinkedIn: Profile Review** - LinkedIn is the place for professionals to be found by recruiters and others. Also find hiring managers and others working for the companies you want to work for to contact for informational interviews. Learn how to create an All Star profile.
12. **Resume Boot Camp** – your resume critiqued by an experienced resume instructor.



Board of Trustees

12/31/16

POSITION	MEMBER / TERM	BUSINESS
Chair	Christopher Welch Thru Dec. of 2019	Benchmark Bank 461 Beecher Road Gahanna, OH 43230 614-269-4486 chris.welch@benchmark-bank.com
Vice Chair	Nancy Howard Thru Dec. of 2019	Brisk Heat Corporation Director of Human Resources 4800 Hilton Corporate Drive Columbus, OH 43232 614-294-3376, Ext. 1124
Treasurer	Carol Davis Thru Dec. of 2017	Retired 614-336-0389 (Home) carold606@gmail.com
Secretary	Reggie Cannon Thru Dec. of 2017	Central Crossing High School 4500 Big Run Road South Grove City, OH 43123 (614) 801-6500
Trustee	Jim Reed Thru Dec. of 2017	Microman 4393-A Tuller Road Dublin, OH 43017 614-573-6178 jimr@microman.com
Member President	Nancy Clarke	
Member Vice President	Vicki Drabick	