

## Minutes

**PRESENT:** Warren Neufeld, Ken Brennan, Doug Pedden, Cathie McFarlane, Barry Greenberg, Garry Wright, Stephanie Verhoeven, Sherrie Palmer, Pat Nodrick

**REGRETS:** Aaron Pierre, Warren Neufeld

**STAFF:** Lorna Knight

The meeting was called to order at 7:00 p.m.

1. **Land Acknowledgment** – Stephanie Verhoeven  
Board wore orange shirts to the meeting and Stephanie also read a small excerpt from “52 Ways to Reconcile” by David Robertson in recognition of the week of reconciliation.

2. **Consent Agenda**

2.1 Agenda – note an addition 5.4 HAP returned funds

2.2 Minutes

2.4 Executive Director Report

**Approved by consensus**

3. **Finance and Investment** – Doug

- 3.1 **June Financials**

There are significant market value adjustment as markets are at a high, this is to be expected as a result. Assets are similar to last year, with no notable differences. Debentures are decreasing, which again is expected as they are sinking form debentures.

There are no significant changes in the profit and loss to-date and we are on track with the annual budget- with the most notable difference being the increased cost of rent.

Today Doug and Lorna were working on a form, which has historically determined our annual granting amounts, that was determined to be obsolete, as the same information is now reported on annual tax forms. Going forward we will be utilizing tax forms filed by MNP to ascertain these numbers. Doug reported that upon further investigation, we are well ahead of our required granting amounts at this time.

**Moved by Doug Pedden, seconded by Garry Wright to approve the June 30,2025 financial statements as presented.**

- 3.2 **Excess Fund Report**

Moved to October's meeting.

4. **Governance Committee Update** – Sherrie

Cathie, Pat, Barry and Sherrie form this committee, Sherrie is the chairperson for this year and extended a thank you to Barry for joining this committee as it was formed short one board member. There are several policies which need to be routinely reviewed as well as some new policies which the Executive has directed the Governance Committee to address. These new policies have been highlighted as necessary if the board is to pursue Cyber Insurance at our new insurance renewal. Fall priority is Cyber Security and Acceptable Use Policy as well as an Incident Policy and the corresponding Incident Report. The Incident Report will accompany the Incident Policy to enable best practices and enhance communication. It has also been noted

that we lack a diversity, Equity, Inclusion and Belonging (DEIB) Policy which will also be created. A first rough draft of these policies will be presented to the Governance Committee at their next meeting. If there are any committees which have policies which they feel need updating/edits, please let Sherrie know and she will bring them forward to the Governance Committee for review. Next Governance Meeting will be set shortly.

## **5. New Business**

### **5.1 Outdoor Light/Security**

There have been some issues with the main CFPD office entrance, as there have been overnight visitors. It was determined, based on the construction of the entrance, that the best option was to add a strong light to encourage folks to find alternative spots. Staff corresponded with the local Community Safety Officers and Mayfair to ensure they are aware of the situation. Lighting has been installed with the primary goal of enhancing security for anyone using the space, both during the day and after hours.

### **5.2 Bookkeeper Position**

Jo-Anne retired in mid-May, and the position has been unfilled since this time, with the ED taking on these additional duties. Cathie and Doug met and felt that to ensure separation of duties and transparency, as well as ensuring appropriate time management for the ED, that this position now needs to be filled. The goal will be to make this position available for 1 day per week, with added hours as required (year end, event specific etc.). Posting of this position will commence immediately.

**Moved by Doug Pedden, seconded by Pat Nodrick to direct the Executive Director to hire a Finance Assistant, based on current projected budget for wages and hours.**

### **5.3 Update on events**

#### **– Highway Community Kitchen Update**

Warren, Cathie and Aaron were invited to attend a luncheon on behalf of the new Community Kitchen board of directors. The Community Kitchen is currently serving meals three days a week (Monday, Wednesday and Friday) and have approximately 45 people attending per meal per operating day. The group is entirely new from the previous board/volunteers. They have submitted a fall grant application.

#### **- Peony Farm Community Park Update**

Despite the quick turnaround, Ken was able to attend the initial event which was attended by MLA and other local dignitaries and stakeholders. Stephanie, Cathie and Lorna all attended the community opening. Stephanie noted that this park boasts a playground, a gazebo, and a pickleball/basketball court (lit at night). The Peony Farm Community Park Board reported that the park has really brought the community together, particularly the workday of putting up the playground. The park has already been highly utilized, with daycare vans of children coming to play. Stephanie reported that CFPD was highly publicized as funders for the project and that this was a nice project to be recipients of the funding.

#### **- Southport RUNway Update**

This event was attended by Cathie, Ken (Audrey), Stephanie, Sherrie and Lorna. Sherrie noted that the event was well attended this year, with the most ever runners participating. All of the volunteers had specific areas they were assigned to. Volunteers at these locations were primarily responsible for directing the runners along the correct route as well as directing traffic. The run went quite well- everything moved along quite well. Additionally, this was the first year that they hosted the kids 1 km run, (which our volunteers did not need to assist with). Sherrie also noted that for the first time the run coincided with the military family day. As a result, there

was an increase of aircraft on the runway (which the runners ran past) which enhanced the experience for those running. Volunteers were treated well, with food etc. and Southport was appreciative of the volunteers that were present.

- Non-Profit Network Update

Lorna was approached by Mari (ED at PCRC) regarding resurrecting the non-profit networking sessions. Lorna reported that they organized the first session in early September at Fort La Reine Museum and approx. 25 organizational staff attended. The goal (based on responses from the group) will be to hold these larger sessions quarterly and then supplement in between sessions with smaller training and dedicated topics. Lorna emphasized that the composition of this group is to include not only ED's, but staff who are interested and/or organizing events/grants etc. Lorna noted that she made contact with three groups during this session who she spoke to about submitting grants for the fall granting cycle.

**5.4 Holiday Avenue Project fund return**

HAP returned unused funds from their successful 2024 Fall grant. The electrical hookup that they required in the parking lot was not in place for them to continue and they were unable to outsource an alternative solution.

**Moved by Ken Brennan, seconded by Pat Nodrick, that the returned HAP funds totaling \$16,743.68 be allocated to the fall grants 2025 granting cycle.**

**Move by Doug Pedden that the meeting be adjourned at 8:06 p.m.**

**Submitted by:**

**Approved by:**

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**Lorna Knight – Executive Director**

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**Signature of Executive Officer**