

Executive Director

Report

December 2025 (13 working Days-)



Special Event

- Worked with Carrie-Anne to purchase decorations for 150WWC

Granting

- Attended the cheque presentations at Southport Daycare, Highway Community Kitchen, Herman Prior Activity Centre, Regional Library, Service for Seniors, Portage Tabletop Gaming, Portage Ukrainian Nursery School & Portage Handivan
- Working with local Cadets as they submitted final application for more recent application (still outstanding final report from Spring 2024)
- Updated bursary application for 2026 (added new bursary to current opportunities)
- Met with Fondant personnel regarding potential online portal for grant applications

Funds

- Completed Giving Challenge week- finalized some late arrival securities
- Processed December payouts for funds (Allan Greenberg Fund, Culbert Fund, Kozy Korner Senior Fund, Mitchell Family Fund, Fort la Reine Heritage Fund, make a difference fund, Mount Carmel Preceptory, Dr. Peabody & Antonissen Fund)
- Met with Candace at Simplot regarding Matching Giving Challenge Funds

Governance

- Met with Governance Committee to review TOR and policies
- Updated policies as per Governance Committee instructions- prepared docs for board meeting, updated on website, in office binders etc.
- Started to collate information on next set of policies, prepared a spreadsheet to better reallocate equitable amounts of policy reviews per year

Financial

- Completed entry of Access Fund Disbursements
- Completed all financial statements and documents, including bank and credit card reconciliation, operational payments, payroll and fund payments (overseeing some of these processes with Finance Assistant)
- Worked directly with MNP on QuickBooks conversion

- Prepared and sent December Source Deductions to CRA in the amount of \$2380.27
- Renegotiated contract with PostMedia for 2026.

Executive

- Solidified Board Meeting agenda items
- Prepared and executed board retreat (Dec10)
- Completed 6-month self-assessment and board review
- Booked hotel rooms in advance of Endow Manitoba Community Foundation Conference set for April 24-26, 2026.

Operational

- Prepared Board Meeting documents
- Purchased and distributed holiday gifts to staff
- Continued training of new Finance Assistant

Name	Amount	General Ledger
Doug and Colleen Simpson	\$100.00	Smart & Caring Community Fund
Doug and Colleen Simpson	\$2,000.00	Smart & Caring Community Fund
Gregg & Tracy Waldvogel	\$500.00	John & Maureen Mitchell Family Fund
Carey J Duncan	\$200.00	Duncan Family Fund
Kelly Foley	\$1,000.00	Smart & Caring Community Fund
Angelika Foster	\$100.00	Gage Foster Athletic Scholarship Fund
Dave McConnell	\$500.00	Dave & Wendy McConnell Fund
Angela Moberly	\$50.00	Gage Foster Athletic Scholarship Fund
Cathy Vanstone	\$200.00	Oakville and District Community Endowment Fund
Murray & Dorinda Holmes	\$50.00	Oakville and District Community Endowment Fund
James Francis Taylor, Estate of	\$327,700.00	Smart & Caring Community Fund
Carole Lupkowski	\$2,000.00	Geisel-Finney Future Fund
Irvine Ferris & Sherrie Palmer	\$5,000.00	Kellie Verwey Memorial Fund
Irvine Ferris & Sherrie Palmer	\$6,719.08	Irvine Ferris and Sherrie Palmer Family Fund
CFPD	\$40.91	Adeline and Orest Pressey Family Fund
CFPD	\$209.05	Administrative Endowment Fund
CFPD	\$122.82	Adrain Family Fund
CFPD	\$129.87	Alexis Unrau Bursary Fund
CFPD	\$40.91	Alice Mayor Bursary Fund
CFPD	\$39.23	Alix Lorraine Barrett Bursary Fund
CFPD	\$62.98	Allan Greenberg Memorial Fund
CFPD	\$81.81	AMHS Farewell Scholarship/Bursary Fund
CFPD	\$29.78	Arlan Asham Award Fund
CFPD	\$41.31	Arnold and Wendy Blight Oakville Fund
CFPD	\$429.40	Arnold and Wendy Blight Portage Fund
CFPD	\$4.53	Arthur Meighen High School Philanthropy Fund

CFPD	\$40.91	Arts Stabilization Manitoba Inc
CFPD	\$716.50	Avis Degruelle Admin Fund
CFPD	\$7,158.10	Avis Degruelle Fund
CFPD	\$40.60	Barbara Alice Beck Scholarship Fund
CFPD	\$1,330.14	Barbara Rusk Fund
CFPD	\$31.74	Barry and Ethel Mae Greenslade Fund
CFPD	\$126.08	Big Brothers Big Sisters Auna Marie Brown Memorial Fund
CFPD	\$40.65	Bill & Cathy Skyhar Bursary Fund
CFPD	\$1,204.20	Bill Radford Fund
CFPD	\$136.42	Bjorn & Roberta Christianson Family Fund
CFPD	\$26.13	Bob & Gail Patterson Family Fund
CFPD	\$21.72	Brad J. Barrett Bursary Fund
CFPD	\$22.04	Brennan Family Fund
CFPD	\$184.28	Brent and Debbie Gilbert Family Fund
CFPD	\$83.81	Brian & Susan Gilbert Family Fund
CFPD	\$492.66	Burnside Cemetery Fund
CFPD	\$206.51	Cameron and Sandra Brands Family Fund
CFPD	\$64.55	Cameron J. Hoover Memorial Bursary Fund
CFPD	\$980.97	Camp Jubilee Fund
CFPD	\$269.69	Carl McGregor Bursary Fund
CFPD	\$31.21	Charlie Oliver 4-H Fund
CFPD	\$1,636.14	Child and Family Services of Central Manitoba Fund
CFPD	\$43.79	Children in Need Fund
CFPD	\$20.85	Chuck Young Natural Resources Management Memorial Scholarship Fund
CFPD	\$20.61	Cliff & Doreen Bagrie Memorial Fund
CFPD	\$102.26	Craig & Claudette Dunn Family Fund
CFPD	\$97.46	D Jones Fund for Literacy
CFPD	\$40.07	Dale & Karen Braden Family Fund for Sunset Palliative Care Inc.
CFPD	\$243.82	Dale and Rod Brownlee Fund
CFPD	\$83.81	Dave & Wendy McConnell Fund
CFPD	\$414.52	David and Sandra Falk Family Fund
CFPD	\$164.41	Don & Irene Taylor Family Fund
CFPD	\$40.91	Don & Irene Taylor Family YFC Fund
CFPD	\$40.77	Don & Lois Booth Memorial Bursary
CFPD	\$87.57	Doreen Buchanan Bursary Fund
CFPD	\$2,775.81	Doreen Buchanan Fund
CFPD	\$43.44	Doug and Paulette Connery Family Fund
CFPD	\$98.12	Dr. Donald William Rae Memorial Bursary Fund
CFPD	\$239.86	Dr. Harvey Hassard Memorial Fund
CFPD	\$130.54	Dr. Mike and Joanne Sullivan Family Fund
CFPD	\$28.88	Dr. Robert E. and Charlotte L Jones Fund
CFPD	\$97.70	Dr. Kenneth J and Joyce Collier Fund

CFPD	\$30.18	Dr. Peabody & Antonissen Fund
CFPD	\$29.19	Duncan Family Fund
CFPD	\$304.68	Edith Dennis Fund
CFPD	\$119.91	Elma Slack Bursary Fund
CFPD	\$105.72	Elmer and Joyce Rutter Fund
CFPD	\$20.33	Ernie & Jocelyne Durand Bursary Fund
CFPD	\$102.39	Eva Shewchuk & Friends of the Library Fund
CFPD	\$130.89	Florence Metheral Memorial Bursary Fund
CFPD	\$577.27	Fort la Reine Museum & Tourist Bureau Heritage Trust Fund
CFPD	\$185.37	Gage Foster Athletic Scholarship Fund
CFPD	\$103.84	Gemmell Family Fund IMO Keenan Gemmell
CFPD	\$41.62	Geno Romanow Legacy Fund
CFPD	\$107.70	George and Wanda Ryder Trades Bursary Fund
CFPD	\$763.82	Gilbert Vust Fund
CFPD	\$61.35	Gordon and Laura Hutchinson Fund
CFPD	\$176.86	Grace B. Taylor Memorial Scholarship Fund
CFPD	\$123.92	Greenberg Family Fund
CFPD	\$409.04	Gwen Hogue Bursary Fund
CFPD	\$159.52	H. C. (Carl) McGregor Fund
CFPD	\$120.60	Harvey and Barbara Carmichael Family Legacy Fund
CFPD	\$4.29	Hazen Barrett Fund
CFPD	\$35.02	Henry and Grace Vust Memorial Fund
CFPD	\$41.71	Herman Prior Centre Fund
CFPD	\$2,602.66	Ian Mackenzie Memorial Fund
CFPD	\$110.96	In Memory of Floyd & Verna Blight Fund
CFPD	\$21.76	Ingenuity & Creativity Fund
CFPD	\$1,288.35	James Culbert Fund
CFPD	\$69.75	Jeff & Lynne Bereza Family Fund
CFPD	\$83.13	Jeff & Mandy Dubois Family Fund
CFPD	\$203.27	Jody Lee Fulton Memorial Bursary Fund
CFPD	\$373.88	John & Maureen Mitchell Family Fund
CFPD	\$297.84	John and Kathy Chapman Family Fund
CFPD	\$53.32	John Rennie Memorial Bursary Fund
CFPD	\$184.06	John Schmidt Memorial Bursary
CFPD	\$426.92	Joyce Dalmyn & Joe Masi Fund
CFPD	\$29.22	Karen Handford Memorial Bursary Fund
CFPD	\$96.75	Kathleen Bjarnason Fund For Music
CFPD	\$74.17	KD3 Fund
CFPD	\$139.19	Ken and Pat Yuill Family Fund
CFPD	\$30.69	Ken and Shirley Blight Fund
CFPD	\$492.89	Kevin & Iris Yuill Family Fund
CFPD	\$96.05	Kitson & Rohmier Fund

CFPD	\$102.26	Kozy Korner Seniors Fund
CFPD	\$76.12	Krista Tully Memorial Bursary Fund
CFPD	\$204.52	Kristof Family Fund
CFPD	\$2,031.85	Lake Manitoba Safe Access Fund
CFPD	\$28.64	Les Green Fund
CFPD	\$208.83	Lilyholm Family Fund
CFPD	\$172.76	Longburn Cemetery Fund
CFPD	\$20.45	Lorne and Maxine Lytle Fund
CFPD	\$119.03	Lorraine Rae Bursary Fund
CFPD	\$131.04	Lou and Debbie Antonissen Family Fund
CFPD	\$0.02	MacVicar Family Bursary Fund
CFPD	\$408.37	make a difference fund
CFPD	\$204.52	Margaret Watson Fund
CFPD	\$62.38	Margaret Webster Memorial Bursary Fund
CFPD	\$102.26	Maxine Edmondson Award Fund
CFPD	\$28.58	MIG / Westland Insurance Group Community Fund
CFPD	\$80.28	Mount Carmel Preceptory #44 Fund
CFPD	\$300.53	Nancy & Chris Blight Fund
CFPD	\$26.90	Nell Owens Award in Excellence in Writing Fund
CFPD	\$89.43	Newton Enterprises Fund
CFPD	\$409.04	Newton McCleary Scholarship Fund
CFPD	\$708.53	Oakville and District Community Endowment Fund
CFPD	\$140.84	Oakville Cemetery Fund
CFPD	\$51.72	Orest and Eva Shewchuk Bursary Fund
CFPD	\$2,217.02	Orille and Gwen Hogue Fund
CFPD	\$409.04	Orille Hogue Bursary Fund
CFPD	\$40.91	Panko Family Fund in Memory of Alan Panko
CFPD	\$186.16	Portage & District Arts Council Bursary Fund
CFPD	\$115.96	Portage & District Wildlife Fund
CFPD	\$24.18	Portage & Rural MS Support Bursary Fund
CFPD	\$81.81	Portage Agri -Sales Inc. Fund
CFPD	\$117.75	Portage Arts, Culture and Heritage Fund
CFPD	\$429.29	Portage Collegiate Institute Alumni Fund
CFPD	\$4.04	Portage Collegiate Institute Philanthropy Fund
CFPD	\$116.15	Portage Community Development Corp Bursary Fund
CFPD	\$268.64	Portage la Prairie Lions Club Fund
CFPD	\$642.66	Portage la Prairie Mutual Insurance Company Fund
CFPD	\$81.56	Portage la Prairie Rotary Club Bursary Fund
CFPD	\$10.55	Portage Learning & Literacy Centre Fund
CFPD	\$82.32	Portage Odd Fellows & Ruth Rebekahs Lodge#3 Fund
CFPD	\$40.91	Prairie Sounds Festival Fund
CFPD	\$200.62	Prospect Cemetery Fund

CFPD	\$229.74	Prosvita Men's Club Portage Fund
CFPD	\$104.92	Ptge Ukrainian Nursery School
CFPD	\$100.35	Radford Award for Math
CFPD	\$100.35	Radford Award for Science
CFPD	\$22.76	Reita Richardson Memorial Award Fund
CFPD	\$46.14	Robert & Joan McCallister Fund
CFPD	\$114.94	Robert A. and W. James Gibb Memorial Fund
CFPD	\$20.45	Robert and Barbara Lytle Fund
CFPD	\$26.56	Roger John Barrett Family Fund
CFPD	\$107.80	Russ Denton Memorial Bursary Fund
CFPD	\$59.66	Salem and Curtis-Ridge Community Club Bursary Fund
CFPD	\$124.32	Shindleman Family Fund
CFPD	\$203.29	Simplot Canada (II) Limited Fund
CFPD	\$566.84	Sisson Family Fund in memory of Nola Jane
CFPD	\$369.12	Slack Family Memorial Fund
CFPD	\$5,528.56	Smart & Caring Community Fund
CFPD	\$284.72	Southport Fund
CFPD	\$94.27	Sports and Recreation Fund
CFPD	\$40.91	Stan and Maria Antonissen Family Fund
CFPD	\$143.16	Stride Credit Union Oakville Fund
CFPD	\$123.55	Stride Credit Union Portage Fund
CFPD	\$20.04	The Skyhar Central Plains Cancer Services Fund
CFPD	\$130.78	Thomas N. Metheral Award Fund
CFPD	\$122.47	Val Garlick Community Fund
CFPD	\$1,041.17	Violet Breakey Memorial Fund
CFPD	\$136.82	Virgil E, Holmes Bursary Fund
CFPD	\$34.21	Wayne & Audrey Klippenstein Family Fund
CFPD	\$268.81	William A. Linden Memorial Bursary Fund
CFPD	\$103.81	Wilmac Portland Family Fund
CFPD	\$378.94	Women Who Care Fund
Blair Heggie	\$100.00	KD3 Fund
Ron and Dianne Nikiforuk	\$100.00	In Memory of Floyd & Verna Blight Fund
Stephanie and Henry Verhoeven	\$25.00	Gage Foster Athletic Scholarship Fund
Joyce Dalmyn & Joe Masi	\$10,385.70	Joyce Dalmyn & Joe Masi Fund
Perry Adams	\$60.00	Burnside Cemetery Fund
Perry Adams	\$46.00	Smart & Caring Community Fund
Chris and Roberta Christianson	\$1,000.00	John Rennie Memorial Bursary Fund
Brad Knight	\$1,077.00	Longburn Cemetery Fund
Mr. Perry Knight	\$1,077.00	Longburn Cemetery Fund
Prospect Cemetery Fund	\$3,500.00	Prospect Cemetery Fund
Armwood Windows and Doors	\$500.00	Oakville and District Community Endowment Fund
Simplot Canada (II) Limited	\$200.00	Robert & Joan McCallister Fund

Simplot Canada (II) Limited	\$1,800.00	Joyce Dalmyn & Joe Masi Fund
Bjorn & Roberta Christianson	\$2,500.00	Bjorn & Roberta Christianson Family Fund
Kimberly Guy	\$50.00	Arnold and Wendy Blight Portage Fund
Kimberly Guy	\$50.00	John & Maureen Mitchell Family Fund
Tanice Houston	\$250.00	Ptge Ukrainian Nursery School
Alana Nikiforuk	\$250.00	In Memory of Floyd & Verna Blight Fund
Cameron Kirkby	\$100.00	KD3 Fund
Richard Barrett	\$100.00	Brad J. Barrett Bursary Fund
Derek & Lorna Knight	\$1,000.00	Geisel-Finney Future Fund
John Bjore	\$50.00	Mount Carmel Preceptory #44 Fund
Ray and Lori Bourgeois	\$100.00	Smart & Caring Community Fund
Karen Braden	\$1,000.00	Dale & Karen Braden Family Fund for Sunset Palliative Care Inc.
Dave & Sandra Falk	\$15,000.00	David and Sandra Falk Family Fund
Kelly and Jim Krzyzaniak	\$500.00	Oakville Cemetery Fund
Kelly and Jim Krzyzaniak	\$500.00	Oakville and District Community Endowment Fund
Winnipeg Foundation	\$1,000.00	Stride Credit Union Portage Fund
Winnipeg Foundation	\$30.00	David and Sandra Falk Family Fund
Winnipeg Foundation	\$20.00	Nancy & Chris Blight Fund
Winnipeg Foundation	\$800.00	Dale and Rod Brownlee Fund
Winnipeg Foundation	\$500.00	Dr. Mike and Joanne Sullivan Family Fund
Winnipeg Foundation	\$200.00	John and Kathy Chapman Family Fund
Winnipeg Foundation	\$50.00	Arnold and Wendy Blight Portage Fund
Winnipeg Foundation	\$1,400.00	Southport Fund
Wade & Michelle Duncan	\$1,000.00	Duncan Family Fund
Terry & Judy Hogg	\$200.00	Kellie Verwey Memorial Fund
Jeff & Lynne Bereza	\$500.00	Jeff & Lynne Bereza Family Fund
Quinn Ferris	\$100.00	Kellie Verwey Memorial Fund
Terry Lee	\$100.00	Smart & Caring Community Fund
Dr. James and Joyce Ross	\$1,700.00	Big Brothers Big Sisters Auna Marie Brown Memorial Fund
Total (223 Gifts)	\$447,790.64	