

# Executive Director Report



**May 2023**

### **Awards & Bursaries:**

- Prepared for and attended an Awards & Bursary Committee Meeting on May 24, 2023.
- Called all Bursary recipients.
- Prepared Bursary letters & certificates

### **Granting:**

- Notified Library and ACL regarding their approval for the Recovery Grant.
- Met with Jen Kendall at Library regarding Recovery Grant.
- Met with Sasha Junkin from ACL regarding missing documents for Recovery Fund.

### **Governance:**

- Attended a virtual webinar regarding Governance. Hosted by CFC.

### **Strengthened Organization Capacity:**

- Attended an Endow Manitoba Community Engagement session in Neepawa on May 4, 2023.
- Attended the CAGP-ACPD Annual General Meeting on May 18, 2023.

### **Donor Engagement & Growth:**

- Met with the Friendship Centre Board regarding an Agency Fund.
- Managed a Flow through from Erla Glesby to Fusion Arts & Entertainment Centre.

### **Operational:**

- Worked on Annual Report
- Prepared for and attended Executive Committee meeting on May 4, 2023
- Prepared for and attended an Investment & Finance Committee meeting on May 4, 2023.
- Prepared for and attended a Nominating Committee meeting on May 9, 2023.
- Prepared for and attended Board Meeting on May 16, 2023
- Prepared and sent April Source Deductions to CRA in the amount of \$1,492.02.
- Updated Board Roster and information.
- Met with Herman Prior regarding AGM supper.
- Prepared all documents for AGM.

- Sent out invitations for AGM to all Fund Holders, Grantees, Donors, Non-Profits, etc.
- Sent Community Assessment Report to RM, City, School Division, Southern Health, Non-Profits and all Stakeholders.

### Donations for May 2023

| May Donations                |                   |  |
|------------------------------|-------------------|--|
| Name                         | Amount            | General Ledger                                   |
| Kimberly Lavallee            | \$20.00           | Gage Foster Athletic Scholarship Fund            |
| Oakville and Area Lions Club | \$1,500.00        | Oakville and District Community Endowment Fund   |
| Cathy Thompson               | \$40.00           | Gage Foster Athletic Scholarship Fund            |
| Sandra Wallace               | \$10.00           | Smart & Caring Community Fund                    |
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| Perry Adams                  | \$1,000.00        | Burnside Cemetery Fund                           |
| Tyne and Nathan Peto         | \$25.00           | Harvey and Barbara Carmichael Family Legacy Fund |
| Angelica Foster              | \$100.00          | Gage Foster Athletic Scholarship Fund            |
| Angela Moberly               | \$50.00           | Gage Foster Athletic Scholarship Fund            |
| Portage Rotary Club          | \$5,000.00        | Portage la Prairie Rotary Club Bursary Fund      |
| Laura and Lisa Chernecki     | \$50.00           | Orest and Eva Shewchuk Bursary Fund              |
| James & Elaine Reimer        | \$150.00          | Orest and Eva Shewchuk Bursary Fund              |
| Brenda and Richard Clarke    | \$300.00          | Burnside Cemetery Fund                           |
| Jeanette Shewchuk            | \$250.00          | Orest and Eva Shewchuk Bursary Fund              |
| Lisa Wicklund Whiteside      | \$50.00           | Orest and Eva Shewchuk Bursary Fund              |
|                              | <b>\$8,555.00</b> |  |