

## Minutes

**PRESENT:** Cathie McFarlane, Sherrie Palmer, Pat Nodrick, Amy Chappellaz, Aaron Pierre, Doug Pedden, Warren Neufeld

**VIRTUAL ATTENDANCE:** Garry Wright, Stephanie Verhoeven

**ABSENT:** Ken Brennan, Barry Greenberg

**STAFF:** Lorna Knight

Preceding the meeting there was a presentation by Christine Major; the General Manager from Portage and District Recycling. She overviewed all the recycling options, the span of their operations, the challenges the organization faces, as well as the importance of their work.

The meeting was called to order at 7:26 p.m.

1. **Portage and District Recycling-Christine Major (see notation above)**
2. **Land Acknowledgment** – Cathie McFarlane
3. **Consent Agenda**

2.1 Agenda

2.2 Minutes – December 16, 2025

2.4 Executive Director Report

2.5 Correspondence

**Moved by Pat Nodrick, seconded by Doug Pedden to accept the Consent Agenda as presented.  
Approved by consensus**

4. Governance Committee – Sherrie Palmer
- 4.1 Updated Policies

Sherrie noted that this set of policies finishes off the annual board review for this board term. As recorded previously, some policies were moved to the next board term for review to more equitably allocate the scheduled review of policies or because current changes in procedures will require further editing of these policies.

Sherrie outlined the process behind the changes, in general many of the changes were made to update policies to reflect existing procedures.

Doug confirmed that policy 4.01 should read 3-year weighted average, not two years.

Under Policy 4.02 the edits included the removal of the 2023 Community Assessment to include all assessments done within the community as there will be a new community safety assessment released shortly and CFPD will be able to consider information from this new report going forward in determining grant priorities. The Granting Committee was also consulted with the changes to this policy and no additional edits were suggested.

The new Complaint Policy was created as it was inquired upon during the Endow MB annual questionnaire. Lorna did some research and determined that it was a very common policy and that all other community foundations had a similar policy in place. This policy is mainly to address external complaints- internal complaints are within the specifics detailed by the Human Resources Policy 5.0. Doug noted that we need to be cautious of verbal complaints and that in all instances possible, that written complaints are preferred, especially for any potential future follow-up.

The TOR 1.04 was edited to reflect the Investment and Finance Committee's responsibility to review Policy 2.06, as was noted during the Governance Committee's review.

**Motion by Sherrie Palmer, seconded by Warren Neufeld to accept the changes to the policies as presented (2.05, 2.06, 3.03, 4.01,4.02 and TOR 1.04 as well as the new policy 1.13 Complaint Policy) with the additional edit on 4.01 (Disbursements of Funds) from two-year to three-year weighted average; be accepted as presented. Carried.**

#### **5. Special Event Update- Stephanie Verhoeven**

Stephanie relayed that the board members in attendance have tasks they are helping with during the event. Everything is set to go, and fingers are crossed the approaching winter storm will not affect attendance.

#### **6. Finance Update – Doug**

6.1 Thomas Sill Funds- We received this again this year, it must be utilized for granting purposes and then reported back to Endow MB. This year's allocated amount from Endow MB is \$22,264.10. This amount is determined based on our community foundation's reported most recent audited financial statements.

#### **6.2 December 2025 Financials**

Doug overviewed the financials as presented, in terms of the operating fund income statement he noted that equipment costs are up (due to increased IT costs) and Insurance has increased (due to the new cyber security costs and enhanced coverage). Membership costs were decreased as CFPD did not pay fees to be part of the CFC, supply costs are on par with other years and rent seems to have a discrepancy (Lorna to look into). Granting, as expected, has increased as well. In terms of the balance sheet, the fixed assets have decreased and unrealized gain has increased from last year with no significant change to liabilities. For the Endow Balance sheet, the City of Portage la Prairie debentures have all been paid and the net income equity increased to 14 million from the 13.2 million reported from last year.

Doug also spoke to an inquiry from the RM of Portage regarding debentures for their upcoming fieldhouse initiative. This is the early stages of discussion, and we are awaiting more information before proceeding with determining lending amounts, lending partners etc.

#### **7. Awards and Bursaries**

##### **7.1 Awards and Bursaries Policy**

This policy needed to be changed considering the newly discovered issuance of the T4A's for students receiving bursaries over \$500.00. The change to the policy now reflects the process of collecting information from students before they are issued their bursary funds.

**Moved by Warren Neufeld, seconded by Pat Nodrick that the provided changes to Policy 4.06 Awards and Bursaries be accepted as presented. Carried.**

##### **7.2 Grant Agreement Clause**

Work is expected to be done on the fund successor clause or attachment that will be incorporated into the existing fund agreements to allow fund holders to denote other individuals who may be able to make decisions regarding fund payouts etc. in the circumstances where they (original fund holders) may not be able to. Additionally, Warren noted that a clause needs to be included in the bursary agreement to ensure that these funds annually flow out and there are no restrictions to allocating the funds as CFPD determines are most in line with the original donor wishes if the specifics of the bursary applicants cannot be met. These changes are expected to be brought forward and be distributed to fund holders during the summer months when the annual fund reports are issued.

#### **8. Diversity, Inclusion, Equity and Belonging Supporting Document**

Lorna explained that the DIEB Policy which was approved in the fall has this as the corresponding working document for reference and to navigate processes during the execution of these activities by

staff and volunteers. This document will serve as an additional resource to the DEIB policy. It will be on the portal for ease of reference.

**9. Endow MB Conference attendees**

As per the last board meeting, those individuals who are interested in attending the Endow MB conference were asked to state their intention. At this time there are three individuals who can confirm their attendance, Cathie, Stephanie and Lorna. If there is a fourth person who can attend the space is open. Aaron indicated he would like to go. Registration will be completed by Lorna before the end of the week (Deadline is February 20).

**Moved by Cathie McFarlane that the meeting be adjourned at 8:03 p.m.**

**Submitted by:**

**Approved by:**

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**Lorna Knight – Executive Director**

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**Signature of Executive Officer**