

Executive Director Report

July/August 2026

(24 working Days)



Special Event

- Contacted Prairie Fusion to secure date for 150WWC (Feb 25, 2027)
- Sent out, followed up and contacted potential local businesses for Giving Challenge 2026 matching donors
- Packed up artwork from AGM at Southport and returned it to Ukrainian Nursery School (July 23)
- Confirmed volunteers with Southport RUNway event (September 12)
- Confirmed table at “Find Your Portage” event (September 12)

Granting

- Worked with Carrie-Anne to develop online applications (with third party), this included test runs on the online version & heavy editing to ensure accuracy etc.
- Met with RRC regarding their current grant and undeposited cheque

Funds and Fund Development

- Confirmed media package with PLPSD
- Met with PLPSD (July 14) to discuss processes, forms and responsibilities
- Completed monthly reports for LGCA (June and July)
- Reached out to fund holders (designated, field of interest) regarding fund successor policy and updated fund agreements (updated the following funds: Duncan Family Fund, Paulette and Craig Dunn Fund, Portage Institute Alumni Fund, Portage Terrier (RBC) Scholarship Fund)
- Reached out to PLPSD regarding potential kids/youth philanthropy programs (investigated other Foundations who are operating this program)
- Contacted Hazen Barrett fund holder and redistributed funds to a different fund and closed Hazen Barrett Fund
- Reached out to Terriers regarding annual presentation of Geno Romanow Funds
- Worked with Stride Credit Union to set up direct deposit process for donations direct from donors bank account

Awards & Bursary

- Processed student payments for successful recipients of bursaries and awards

- Followed up with students to provide an update on their educational journey and impact of their bursaries
- Reached out to students who have not yet contacted us with registration information

Nominating

- Onboarding of Kevin and Breanne (July 28)
- Updated board portal information regarding meetings, general documents and updated policies

Governance

- Developed AI policy for Governance committee review
- Developed possible edits to policies that are to be reviewed in 2026-2027

Financial

- Completed budgeting for January to June 2026 in QB online
- Started to allocate funding for 2027 (budgeting purposes)
- Worked through transfer issues with GST rebate submissions- submitted GST rebate (Jan-June)

Executive

- Communicated with Executive further information regarding security of online forms and then proceeded as directed

Operational

- Prepared and sent June and July Source Deductions to CRA in the amount of \$2,387.91 & \$1,688.79
- Completed June Business Payroll Survey (Statistics Canada) F826P6W2 and July KKQ7NGQ2
- Overlooked all completed financial documents- working to get financial documents completed and up to date in a timely fashion
- Completed the 2026 Volunteer Manitoba Non-Profit Sector Survey
- Updated over 200 records in donor perfect that were inactive/no recorded donations
- Updated several portions of Administration Office manual to reflect current practices