

Community Foundation of Portage and District Inc.
Board Meeting – Tuesday, September 15th, 2026
7pm
AGENDA

1. Land Acknowledgment

2. Consent Agenda

2.1 Agenda

2.2 Minutes – June 9, 2026 & June 18, 2026

2.3 Executive Director Report – June & Summer Report

Approve by consensus

3. Committee Reports

3.1 Finance and Investment Committee Update – June 2026

This includes year to date finance reports for both the Operating and Endowment funds. We are within parameters of our budget on all items except professional fees due to the additional costs for the transfer to QuickBooks Online as we did not have an estimate for these costs at the time we set last year's budget. All other items are on track currently.

4. Online Submission Forms – Update

Our grant applications are now online- the goal of this process is to decrease CFPD administrative time, increase the ease for applicants to apply and increase our ability to assist applicants.

5. Board Administration

5.1 2026/2027 Meeting Dates – Circulated previously-please note deviations in October, February, March and June to accommodate grant committee meetings and special events.

5.2 2026/2027 Board Committees – Note that changes have been made based on individual requests for movement between committees. Some fall dates for committee meetings have already been set. Governance Committee (October 7th) & Grant Committee (October 19th)

5.3 Volunteer Declarations – These must be completed every year- Lorna will provide copies of these declarations to be signed at the board meeting.

5.4 Board Phone Calls/Thank You Letters – Due to an increase in folks screening calls due to spam, discussion will be held regarding the option of making phone calls from the CFPD office and reverting to thank you letters after phone call attempts. We will also be reviewing the expected protocol for completing thank you cards.

6. PLPSD Payroll 50/50 Update – LGCA reports have been completed since June- PLPSD is rolling out the sign up for employees in the month of September, the first draw will be for the month of October (draw occurs the beginning of November). The fund that was selected to be the recipient of the 50/50 is the Orest and Eva Shewchuck Bursary Fund which is designated to be paid out to a student who is pursuing post-secondary studies in the educational field.

7. General Fund Update

- Hazen Barrett Fund – This fund has been an Emerging Fund for several years- over the summer Lorna reached out to the fund holder to determine what vision he held for this fund. He had no intention of making further donations to this fund and thus the monies were transferred to the Portage Rotary Bursary Fund (a cause also close to Hazen's heart) and this emerging fund was then closed.
- Portage Alumni Fund – The primary fund holder reached out and indicated that they would prefer that the administration of this fund revert to the current PLPSD administration going forward- an amendment was made and the living fund holders signed the document.

8. Board Activities

A brief update on activities the CFPD board and staff have been participating in as well as some upcoming event details.

9. Next Meeting – October 27, 2026