

Executive Director Report

February 2026 (13 working Days)



Special Event

- Continued to work to receive payments from ticket holders for 150 WWC, processed all paid tickets from January
- Ordered, picked up and dropped off multiple supplies, banners, decorations etc. for the event
- Met with Stephanie to go over speaking notes (Feb 10)
- Held successful 150WWC event (Feb 19, 2026)
- Completed grant contracts for Women Who Care Fund Grant and Women Who Care Community Impact Grant
- Corresponded with multiple media sources for comments on event (pre and post)
- Completed payment for invoices from event purchases, updated event budget
- Started completing thank you letters to sponsors
- Met with Sharilyn (Cancer Care) regarding Wellness & Recreation Event (Feb 10) for September

Granting

- Met with some organizations interested in submitting grant applications (working with them on application assistance)
- Completed spreadsheet detailing bi-annual grant amounts
- Attended student and parent (grad meeting) meetings at PCI to speak about CFPD bursaries (Feb 11)
- Attended the Well Being and Community Safety Presentation with Cathie and Stephanie (Feb 26)

Funds

- Created & sent off fund reports for Burnside Cemetery, Fort la Reine Heritage Fund
- Completed spreadsheet detailing monthly payouts for 2026
- Dropped off fund payout cheque to Prairie Pregnancy and met with Executive Director Mary Lowen (Feb 9)
- Prepared and submitted to PLPSD the payroll 50/50 proposal
- Prepared a first draft of the application for the Geisel-Finney Future Fund

Governance

- Revised policies as per the Governance Committee, made edited changes, updated policy binder and uploaded current policies to board portal
- Completed Governance Committee meeting minutes (Feb 5)

Financial

- Continued to collect SIN of students who received bursaries
- Reviewed and assisted with issuing of T4's and T4A's
- Continued to correspond with Cardinal for resetting passwords and receiving monthly reports
- Completed an online tutorial of Cardinal's new portal

Executive

- Collected board member questionnaires (still awaiting some before completing analysis)
- Met with Executive (Feb 11)
- Organized with Christine Major (Portage Recycling) to attend and present in advance of February Board Meeting
- As per Executive meeting, registered participants for Endow MB Conference & corresponded with Winnipeg Foundation on emerging YIP funds

Operational

- Prepared and sent January Source Deductions to CRA in the amount of \$1606.82
- Completed all financial statements and documents, including operational payments (overseeing some of these processes with Finance Assistant)
- Prepared Board Meeting documents
- Working with Finance Assistant to ensure complete bank reconciliation as import from Donor Perfect has altered these processes
- Completed Stats Canada Business Payroll Survey (LNFJ6Q56)