

Executive Director

Report

December 2025 (15 working Days)



Special Event

- Met with Special Event Committee (Nov 19)
- Confirmed all sponsors (will invoice in January 2026)
- Revised 150WWC application and created tips/tricks sheet for pitch presenters

Granting

- Called all grant applicants to advise of grant status (called all approved and declined)
- Mailed letters to all applicants
- Initiated payments, drafted contracts, prepared cheques and started meeting with successful organizations for cheque presentation photos RRC, Judo and Oddfellows)
- Attended HAP lighting ceremony
- Worked with High Bluff on return of unused funds

Funds

- Met with fund development committee (Nov 5)
- Completed Giving Challenge week- working extensively with donors with securities
- Attended a board meeting at the Oakville Community Club (met with all of the organizations which make up this club)
- Processed November payouts for funds (Lion's Club, Library (agency), Ken & Pat Yuill Fund, Ingenuity and Creativity Fund)
- Met with Irvine Ferris and Sherrie Palmer to set up their new fund
- Started conversations with RaffleBox to determine administrative time required for potential 50/50 payroll

Governance

- Collating samples from other Community Foundations on upcoming policy reviews for next Governance Committee Meeting (set for December 4th). Including recommendations to create a complaint process/policy in addition to our HR policy

Financial

- Completed updated budget for 2026, including new rental agreement, new insurance policies and estimated staffing costs

- Completed final revisions of cyber security insurance and commercial insurance. Liability insurance to be renewed in January (have updated terms and liability coverage amount in accordance with Executive Committee)

Executive

- Solidified Board Meeting agenda items
- Organized food, speakers and entertainment for board retreat
- Completed 6-month self-assessment and board review

Operational

- Prepared and sent October Source Deductions to CRA in the amount of \$1,351.96
- Completed all financial statements and documents, including bank and credit card reconciliation, operational payments, payroll and fund payments (overseeing some of these processes with Finance Assistant)
- Prepared Board Meeting documents
- Worked to create Cyber reporting procedure for staff and board, set up online app for reporting and tracking
- Continued training of new Finance Assistant
- Procured new lockable filing cabinet (re-organized areas of the office as a result)
- Met with non-profit committee (topic was grants & grant applications)

Name	Amount	General Ledger
<u>Arlene & Lloyd Harris</u>	<u>\$50.00</u>	Oakville Cemetery Fund
<u>Arnold and Wendy Blight</u>	<u>\$10,000.00</u>	Arnold and Wendy Blight Oakville Fund
<u>Amy Chappellaz</u>	<u>\$90.00</u>	KD3 Fund
<u>Amy Chappellaz</u>	<u>\$90.00</u>	John & Maureen Mitchell Family Fund
<u>Dr. Sue and Jim Price</u>	<u>\$200.00</u>	KD3 Fund
<u>Grant and Val Sissons</u>	<u>\$2,036.75</u>	Sisson Family Fund in memory of Nola Jane
<u>Catherine McFarlane</u>	<u>\$1,000.00</u>	Smart & Caring Community Fund
<u>Portage La Prairie Family Resource Centre Inc.</u>	<u>\$10,000.00</u>	Family Resource Center Fund
<u>Southport Aerospace</u>	<u>\$7,000.00</u>	Southport Fund
<u>Stephanie and Henry Verhoeven</u>	<u>\$150.00</u>	David and Sandra Falk Family Fund
<u>Pat Nodrick</u>	<u>\$100.00</u>	Nancy & Chris Blight Fund
<u>Rod & Dale Brownlee</u>	<u>\$4,000.00</u>	Dale and Rod Brownlee Fund
<u>Karen Enns</u>	<u>\$250.00</u>	Smart & Caring Community Fund
<u>Barbara E Jones</u>	<u>\$1,500.00</u>	D Jones Fund for Literacy
<u>Kevin Love</u>	<u>\$5,000.00</u>	KD3 Fund
<u>Bruce McLeod</u>	<u>\$50.00</u>	Gage Foster Athletic Scholarship Fund
<u>Ruth Mulligan</u>	<u>\$100.00</u>	Smart & Caring Community Fund
<u>Kathryn Chapman Regular</u>	<u>\$1,000.00</u>	John and Kathy Chapman Family Fund

<u>Terese Schroeder</u>	<u>\$300.00</u>	Smart & Caring Community Fund
<u>Stride Credit Union</u>	<u>\$5,000.00</u>	Stride Credit Union Portage Fund
<u>Lou & Debbie Antonissen Investment Corp</u>	<u>\$3,000.00</u>	Drs. Peabody & Antonissen Fund
<u>Lou & Debbie Antonissen Investment Corp</u>	<u>\$2,000.00</u>	Lou and Debbie Antonissen Family Fund
<u>John & Diana Aune</u>	<u>\$200.00</u>	Smart & Caring Community Fund
<u>Bruce Brown</u>	<u>\$200.00</u>	Smart & Caring Community Fund
<u>Terry E Cheater</u>	<u>\$175.00</u>	Smart & Caring Community Fund
<u>Larry and Bev Dewis</u>	<u>\$100.00</u>	Arlan Asham Award Fund
<u>Larry and Bev Dewis</u>	<u>\$200.00</u>	KD3 Fund
<u>Richard Edgeworth</u>	<u>\$200.00</u>	Longburn Cemetery Fund
<u>Leonard and Judy Essay</u>	<u>\$40.00</u>	Oakville and District Community Endowment Fund
<u>Blair Geisel</u>	<u>\$1,000.00</u>	Smart & Caring Community Fund
<u>Kimberly Guy</u>	<u>\$250.00</u>	Arnold and Wendy Blight Portage Fund
<u>David & Brandwyn Kinnear</u>	<u>\$250.00</u>	Geisel-Finney Future Fund
<u>David & Brandwyn Kinnear</u>	<u>\$250.00</u>	Ptge Ukrainian Nursery School

<u>Mr. Wayne Klippenstein</u>	<u>\$1,000.00</u>	Wayne & Audrey Klippenstein Family Fund
<u>Jo-anne Knox</u>	<u>\$300.00</u>	Smart & Caring Community Fund
<u>Jan Leishman</u>	<u>\$20,000.00</u>	Smart & Caring Community Fund
<u>Elizabeth Taris</u>	<u>\$500.00</u>	Oakville and District Community Endowment Fund
<u>Gregg & Tracy Waldvogel</u>	<u>\$1,000.00</u>	Smart & Caring Community Fund
<u>Gregg & Tracy Waldvogel</u>	<u>\$500.00</u>	Geno Romanow Legacy Fund
<u>Robert and Miriam Whitely</u>	<u>\$50.00</u>	Oakville Cemetery Fund
<u>Ms. Yvette Cuthbert</u>	<u>\$1,000.00</u>	Ingenuity & Creativity Fund
<u>Kerstin Dinkheller</u>	<u>\$400.00</u>	Duncan Family Fund
<u>Maureen Kitson</u>	<u>\$200.00</u>	Smart & Caring Community Fund
<u>Joyce McLean</u>	<u>\$50.00</u>	Burnside Cemetery Fund
<u>Perry Adams</u>	<u>\$60.00</u>	Burnside Cemetery Fund
<u>Perry Adams</u>	<u>\$46.00</u>	Smart & Caring Community Fund
<u>Lori Carlson-Judson</u>	<u>\$200.00</u>	Smart & Caring Community Fund
<u>Jo-Anne Inglis</u>	<u>\$50.00</u>	Smart & Caring Community Fund
<u>David Kristjanson</u>	<u>\$100.00</u>	Smart & Caring Community Fund
<u>Al and Val Irvine</u>	<u>\$75.00</u>	Elmer and Joyce Rutter Fund
<u>Robert & Joan McCallister</u>	<u>\$1,000.00</u>	Robert & Joan McCallister Fund
<u>Vern Crandell</u>	<u>\$100.00</u>	Smart & Caring Community Fund
<u>Percy and Carole Gregoire-Voskamp</u>	<u>\$225.00</u>	Smart & Caring Community Fund
<u>Mrs. Lou Locke</u>	<u>\$1,000.00</u>	Smart & Caring Community Fund
<u>Jared Munro</u>	<u>\$250.00</u>	Kellie Verwey Memorial Fund
<u>Doug and Cathy Pedden</u>	<u>\$500.00</u>	Portage la Prairie Rotary Club Bursary Fund

<u>Doug and Cathy Pedden</u>	<u>\$500.00</u>	Big Brothers Big Sisters Auna Marie Brown Memorial Fund
<u>Tyne and Nathan Peto</u>	<u>\$25.00</u>	Harvey and Barbara Carmichael Family Legacy Fund
<u>Audrey Blaylock</u>	<u>\$1,000.00</u>	Sports and Recreation Fund
<u>Hub International</u>	<u>\$150.00</u>	Big Brothers Big Sisters Auna Marie Brown Memorial Fund
<u>Dr. Mike and Joanne Sullivan</u>	<u>\$2,500.00</u>	Dr. Mike and Joanne Sullivan Family Fund
<u>Glen and Elizabeth Adrain</u>	<u>\$2,972.07</u>	Adrain Family Fund
<u>Ethel-Mae Greenslade</u>	<u>\$300.00</u>	Barry and Ethel Mae Greenslade Fund
<u>Lou & Debbie Antonissen Investment Corp</u>	<u>\$167.28</u>	Family Resource Center Fund
<u>Lou & Debbie Antonissen Investment Corp</u>	<u>\$1,832.72</u>	Family Resource Center Fund
<u>Jonnette Kitson</u>	<u>\$1,978.48</u>	Kitson & Rohmier Fund
<u>Barbara Walker</u>	<u>\$300.00</u>	Longburn Cemetery Fund
<u>Jean Myers</u>	<u>\$100.00</u>	Burnside Cemetery Fund
<u>Daniel Dodek</u>	<u>\$100.00</u>	KD3 Fund
Total	\$96,313.30	