

Minutes

PRESENT:, Cathie McFarlane, Pat Nodrick, Aaron Pierre, Warren Neufeld

VIRTUAL ATTENDANCE: Garry Wright, Stephanie Verhoeven, Sherrie Palmer, Amy Chappellaz, Barry Greenberg

ABSENT: Ken Brennan, Doug Pedden

STAFF: Lorna Knight

Preceding the meeting there was a presentation by Portage Handivan (Teri Porter and board member Gary). They indicated that their organization is facing many challenges as they deal with increasing transportation requests due to an aging local population and an increase in out-of-town medical appointments. At this point they are looking to purchase a third vehicle (received \$40,000 in CFPD Grant Funding in Oct 2025), the cost of purchasing this vehicle has already in this short time increased by \$40,000. Additionally, although they currently lease their building, this is a short-term arrangement, and they will need to purchase their current building to retain it. The building costs will also include the need to update the roof and the doors. They provided an extensive list of who they currently serve as a reference to the board of the large extent of their clientele and the high need for this service. Thank you to Teri and Gary for attending and sharing this valuable information with the CFPD board and staff.

The meeting was called to order at 7:32 p.m.

1. **Portage Handivan – Teri Porter and board member Gary (see notation above)**
2. **Land Acknowledgment – Cathie McFarlane**
3. **Consent Agenda**

2.1 Agenda

2.2 Minutes – February 17, 2026

2.4 Executive Director Report

2.5 Correspondence

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

4. **Special Event Update – Stephanie Verhoeven**

Stephanie thanked the Special Event Committee members and those who attended for their assistance with this year's 150 Women Who Care Event. She noted that overall, the event went well, with some minor adjustments due to one of the pitch presenters being unable to attend due to the weather. Although unfortunate that they could not attend, they were encouraged to submit a Spring grant application.

The welcome drink was received well; the food was delicious (charcuterie cups were a hit) and dessert was well enjoyed by all. Prairie Fusion provided the bar service which ran without a hitch and Portage Nightwatch provided required security. A few things to tweak for next year; 1) potentially changing the security time (extended half an hour) so that if the event runs a little late it gives more time for stragglers to leave the building; 2) look into using less plastic (less throwaway-ables), 3) add an additional committee member to assist with both the planning and execution of the event; 4) rethink the photo booth as it did not seem to be used by attendees, potentially move it into the main room or do something entirely different.

The budget was presented by Stephanie and she noted that the event was under budget by approximately \$1900.00.

5. Board Vacancies/Declarations – Cathie McFarlane

Cathie noted that we have been short one board member since December when Divjot resigned. Additionally, there are several board members who are at the end of their three-year term (although not the end of their 9-year max) and asked for board members who may not want to declare their commitment to continue on the board; to let herself and/or Lorna know for planning purposes. Regardless, Cathie is asking for board members to consider individuals who can be brought to the attention of the Nominating committee to fill the vacancy. Nominating Committee this year consists of Cathie, Ken and Barry- a meeting will be set for the latter half of April.

6. Investment and Finance Committee Update – Garry Wright

Garry noted that the Investment and Finance Committee had their second meeting of this term with a focus on reviewing Cardinal's investment contract and fees. The committee reviewed the relevant documents and made note that the investment profile we set up with Cardinal (medium risk – 70% Equities/30% Fixed Income (+/- 10%)) was being adhered to by our Investment Manager. The fee review showed that our .75% on equities and .35% on Fixed Income was accurate, and this past year the annual fee was slightly lower than expected. Garry noted that as of December 31, 2025 our total investments were \$19,257,506.27 with a 1-year rate of return of 14.23%, our three-year annual return is 14.74% and our five year is 10.88%. Garry noted that he will be presenting an update from the Investment and Finance Committee quarterly in line with Cardinal reporting.

Moved by Garry Wright, seconded by Pat Nodrick, that we continue our investment agreement with Cardinal. Carried.

7. Community Safety and Well-Being Plan

Stephanie, Cathie and Lorna all attended the rollout of the new Community Safety and Well-Being Plan that was put forth as a partnership between the City of Portage la Prairie and the Portage Community Revitalization Corporation. This plan has been in the works for three years and the complete 100-page report as well as the provided summary are available on the city's website for reference. This document is considered a living document and will be added to and edited as this project continues to evolve. A coordinator will be hired and responsible for forming the six different committees to address the main plan priorities.

At first glance Stephanie noted that it does appear our priorities from the 2023 Community Assessment still are in line with these current priorities, however access to services is a new point that may require some discussion at the Grant committee level to ensure that our identified needs and granting allowances are in line. This document has been referred to the Grant Committee for additional discussion and review.

8. Petty Cash- Warren Neufeld

Warren reviewed that at a recent Executive meeting Lorna brought forward a request to increase petty cash in the office to ensure that if any expenses are incurred when the ED is unavailable these costs are not the responsibility of the remaining staff. Warren indicated that the process going forward will be for this petty cash to be refilled on an as needed basis as per the ED's discretion. This should simplify this process and negate the need for any board approval to keep these in office funds at \$150.00. As per our policies this petty cash is reconciled annually. Lorna verified that this would occur with year-end procedures.

Moved by Warren Neufeld, seconded by Barry Greenberg that the Petty Cash be increase to \$150 and that the petty cash can be replenished up to this amount whenever the ED feels it is necessary. Carried.

9. AGM & Annual Celebration

Lorna suggested that to make the Annual Celebration flow easier and with less rushing between the Board meal and the event itself that this year we move the meal to the board meeting in April. The week of the board meeting is typically the week which celebrates Volunteer Appreciation and this coincides nicely with this type of event.

On June 18th, we will start with the board meeting, then have invited guests in attendance for the AGM and then the Annual Celebration after that. Times for this need to be confirmed. Lorna will email out the updated time and date list of board meetings for April, May and June. The May meeting will be May 12th and MNP will be present to overview the audit.

Moved by Pat Nodrick that the meeting be adjourned at 8:03 p.m.

Submitted by:

Approved by:

Lorna Knight – Executive Director

Signature of Executive Officer