

# Executive Director Report

May 2026 (13 working Days)



## Special Event

- AGM/Annual Celebration planning continues to be underway, with invitations to the Annual Report sponsors extended. Carrie-Anne and I continue to work together to create the report.

## Granting

- Continued to do site visits for cheque presentations (5 additional on site- 1 in office)
- Grant Committee Meeting (May 7<sup>th</sup>): reworked matrix, updated application etc.
- Investigating multi-year grant commitments with other community foundations

## Funds

- Working to finalize LGCA charitable raffle license- received initial confirmation from LGCA that CFPD is able to apply- completed Rafflebox contracts
- Starting to relay Successor Information to current fund holders
- Met with potential fund holder regarding end of life wishes and will creation
- Noted donor-advised funds for advanced board approval (highlighted this with staff and on work plan)
- Fund Development Committee contacted all milestone fund holders regarding Annual Celebration invitations- follow up with email

## Awards & Bursary

- Received bursary applications
- Overviewed applications with Stephanie (May 26<sup>th</sup>)
- Met with Geisel-Finney Future Fund holders regarding applications for this bursary (relayed information via Amy)
- Coordinating with PCI regarding presenters for awards (Arlan Asham & Gage Foster Athletic Award)

## Nominating

- Facilitated the Nominating committee 's meeting (May 5) regarding new members, set to meet a potential board member in June.

## Governance

- Policies are up to date online and in-office binder
- Looking to update accessibility policies as per Accessibility for Manitobans Act for board and staff to ensure legal compliance

## Financial

- Assisted Finance Assistant with month end financial specifically for Investment entries on QB- had to rework some data entry due to default accounts and incorrect start of year MNP entries
- Purchased printable cheques for use

## Executive

- Attended Executive Meeting (May 6)
- Updated committee request as per board members' feedback, pending finalization after onboarding of two new members
- As directed; investigating strategic plan options for 2027

## Operational

- Attended bi-monthly Non-Profit Networking Group meeting- organized guest speaker and completed meeting minutes
- Meet with Rotary and PFAE regarding bursary allocation and requirements from CRA under the "public benefits test"
- Prepared and sent April Source Deductions to CRA in the amount of \$1341.82
- Completed April Business Payroll Survey (Statistics Canada) 47KBWGRS
- Completed all financial statements and documents, including operational payments (overseeing some of these processes with Finance Assistant)
- Prepared Board Meeting documents
- Working with MNP on documents required for audit- multiple requests for additional documentation/contracts etc. working through issue with estate/land sale
- Met with city Operations staff regarding potential option for ramped entry to the office
- Continued discussions with CFC regarding joining the national organization as directed by the board- confirming annual membership fees etc.
- Met with some of the board members who attended Endow MB conference to gain further insights into the attended sessions