

Executive Director Report 2023



March 2023

Granting:

- Prepared for and attended a Grants Committee Meeting for the Recovery Grant Reviews.
- Spoke to several Non-Profits regarding Spring Grants.
- Prepared for and attended a Grants Committee Meeting for Spring Grants on March 29, 2023.
- Prepared all granting files and documents.

Governance:

- Met with Gail regarding policies.
- Updated policies for policy binder, in packages and on website.

Strengthened Organization Capacity:

- Attended the International Women's Day Event as a guest of Community Futures.
- Attended an information session at Big Brothers & Sisters and presented our Bursary information.
- Attended a meeting with Tracy and Andrea from Community Foundations of Canada.
- Attended a Endow Manitoba session at Elm Creek.

Donor Engagement & Growth:

- Provided documentation and forwarded to Lucy regarding the William Radford Estate.
- Met with Colby at Southport regarding employee payroll deductions and starting a Fund.

Operational:

- Prepared for and attended Governance Committee meetings on March 8 and March 23, 2023.
- Prepared for and attended Executive Committee meeting on March 9, 2023
- Prepared for and attended an Investment & Finance Committee meeting on March 16, 2023.
- Trained Melanie on Granting Process as well as other office procedures.
- Prepared for and attended Board Meeting on March 21, 2023
- Prepared for and attended a follow up meeting for the 150 Women Event.
- Prepared and sent March Source Deductions to CRA in the amount of \$1,856.27.

Donations for March 2021

Name	Amount	General Ledger
Sandra Wallace	\$30.00	Smart & Caring Community Fund
Margaret Mills	\$150.00	Dr. Donald William Rae Memorial Bursary Fund
Grace Tully	\$70.00	Krista Tully Memorial Bursary Fund
Jeff & Mandy Dubois	\$50.00	Geno Romano Legacy Fund
Tyne and Nathan Peto	\$25.00	Harvey and Barbara Carmichael Family Legacy Fund
Sandra Wallace	\$10.00	Smart & Caring Community Fund
Sandra Wallace	\$10.00	Smart & Caring Community Fund
Tracy Ediger	\$50.00	Women Who Care Fund
Owen and Paula McKenzie	\$40.00	Smart & Caring Community Fund
Lloyd Baker	\$50.00	Women Who Care Fund

Total **\$485.00**