

# Executive Director Report

## October 2025 (17 working Days)



### Special Event

- Met with Special Event Committee (Oct 15)
- Started process of making formal requests for sponsorship for event
- Secured and paid deposit for venue
- Secured security for the event
- Met with cater regarding menu and pricing for event

### Granting

- Followed up with additional reminders to Spring 2024 grant recipients with phone calls and additional emails (1 still outstanding at this time)
- Received and followed up with Grant Applications (many were submitted with missing documents and/or incorrect information)
- Met with Grant Committee to allocated Fall Grants
- Updated the Grant Matrix based on direct feedback from Grant Committee

### Funds

- Attended a board meeting at The Portage Regional Library and Big Brothers Big Sisters of Central Plains (Agency Fund reach out)
- Processed October payouts for funds (Schmidt Fund, Dr. Jones Heritage Fund and the Braden Family Fund)
- Met with Mandy Dubois regarding a fund contribution and changing their fund to a donor advised (previously undesignated)
- Met with Finney Family regarding their new fund
- Met with RRC regarding Finney Fund Administration and set-up

### Governance

- Met with Governance Committee: edited and prepared the following policies for review by the board (Cyber Security and Acceptable Use Policy, Incident Policy (with report) and DEIB policy.

- Collating samples from other Community Foundations on upcoming policy reviews for next Governance Committee Meeting (set for December 4<sup>th</sup>). Including recommendations to update in camera sessions as well as a complaint process/policy in addition to our HR policy

#### Financial

- Met with Doug and Garry regarding Excess Disbursement Spreadsheet
- Currently working on creating updated budget information for 2026 Budget

#### Executive

- Solidified Board Meeting agenda items
- Secured spaces for board retreat

#### Operational

- Prepared and sent September Source Deductions to CRA in the amount of \$1392.75
- Completed all financial statements and documents, including bank and credit card reconciliation, operational payments, payroll and fund payments
- Prepared Board Meeting documents
- Made inquiries regarding Insurance to a competing company to ensure our insurance rates are in line with our current costs
- Advertised for Finance Assistant position, interviewed three candidates and completed hiring for successful applicant
- Started training of new Finance Assistant
- Met with Chamber of Commerce regarding potential joint event for Portage and Regional professionals
- Met with RRC Senior Development Officer to discuss CFPD & RRC initiatives

Name	Amount	General Ledger
Gary Figgins	\$50.00	Portage la Prairie Lions Club Fund
Karen Enns	\$300.00	Smart & Caring Community Fund
McKenzies Portage Funeral Chapel Ltd.	\$5,000.00	Jeff & Mandy Dubois Family Fund
Winnie Duncan	\$1,000.00	Duncan Family Fund
Perry Adams	\$46.00	Smart & Caring Community Fund
Perry Adams	\$60.00	Burnside Cemetery Fund
David Frost	\$250.00	Smart & Caring Community Fund
Lorraine Hay	\$25.00	Oakville Cemetery Fund

Meredith Miller	\$50.00	Oakville Cemetery Fund
Tyne and Nathan Peto	\$25.00	Harvey and Barbara Carmichael Family Legacy Fund
Steve and Margaret Holm and Bjornson	\$50.00	Oakville Cemetery Fund
Hugh and Marguerite Owens	\$50.00	Oakville and District Community Endowment Fund
Leonard and Judy Essay	\$50.00	Oakville Cemetery Fund
Dave & Sandra Falk	\$100.00	Oakville Cemetery Fund
Valerie Irvine	\$50.00	Elmer and Joyce Rutter Fund
Chris and Nancy Blight	\$71,362.07	Nancy & Chris Blight Fund
Ron and Sandy Brooks	\$100.00	Oakville Cemetery Fund
Dr. Brett Finney Medical Corporation	\$100,000.00	Geisel-Finney Future Fund
Douglas Frost	\$100.00	Smart & Caring Community Fund
Bernice Brooks	\$20.00	Oakville and District Community Endowment Fund
Neil and Judy Shirtliff	\$100.00	Oakville and District Community Endowment Fund
Total	\$178,788.07	