

Executive Director Report



April 2023

Granting:

- Prepared all letters to grant applicants regarding decisions and prepared grant agreements and cheques.
- On April 27, 2023, I had a meeting with Todd Cunningham and Rochelle Rands from the School Division. We discussed the meeting we had in January to discuss the Division's priority and how the process they established last year was not followed. We discussed ways that this process can be followed, and I suggested that moving forward the Division decide, as a whole, what the years priorities are and that because they all use the division charity number, that all applications come from the Division and are signed by Todd. They agreed.

Governance:

- Prepared for and attended a Governance Committee meeting on April 12, 2023. The committee updated policies 1.01, 1.02, 1.03 and 3.02.

Strengthened Organization Capacity:

- On Thursday, April 13, 2023, I went to Selkirk to spend time with Bev Clegg and her staff. It was very informative and very helpful. I learnt so much from Bev in the few short hours I spent with her.

There are some similarities between their foundation and ours. They are also open Monday – Thursday each week, however Bev and the Finance Clerk share an office in a building owned and occupied by the City of Selkirk Recreation Dept. They pay no rent. Bev works in the office on Mondays and Tuesdays and from home on Wednesdays & Thursdays and Evette, the Finance Clerk works in the office Wednesday & Thursday. They seem to really like the arrangement and have access to the boardroom anytime they need it.

Like us, they have two annual granting cycles annually. They see unrestricted funds (200K and under) as good fiscal management and feel that every agency should have at least 2 years of operating expenses saved in the event of hard times.

Some are the differences are:

- Their total assets are 15.3 million and their admin fee 1.9%.
- They have never done an annual audit, instead BDO does a Review Engagement. I asked if this is acceptable to CRA and Bev said yes.

- They do not do a financial annual report and is a lot less formal than most I've seen
- Their strategic plan is also very informal.
- They have a Special Events Committee, which I think is a great idea.
- The Selkirk School Division Superintendent signs all grant applications that come from all schools in their district. This started a few years ago because of the same issues as we were having. All cheques are sent to the Division Office and they disburse to the schools.
- Their Fund Agreements only include their Spending Policy which includes their Admin fee.
- The City of Selkirk has 3 funds with them. A Heritage Fund, a Parks Fund and a Recreation Fund.
- The RM St Clements had 2 funds with them. An Agency Fund and a Heritage Fund.
- RM of St Andrews and Agency Fund. I asked how these funds came about and Bev said that their board members lobbied with the Reeves and City Councilors to establish these funds.

It is our plan to meet again in a few months and Bev will come to Portage next time and will also invite Laurie from Brandon.

- On April 26, 2023, I attended a MMF Portage Local meeting. I was very impressed with their committee structure and the work they are doing. They are in the process of re-structuring and re-building after the Pandemic. I provided information on funds and grants. They would like to apply for a Fall grant and will decide as a group what their priorities are.
- Attended a National Indigenous Day planning meeting on April 18, 2023 at the Portage Friendship Centre. This year the event will be held June 21, 2023 at Island Park from 10:00 a.m. to 3:00 p.m. They requested funding as well as volunteers.
- On April 28, 2023, I attended the AGM for Indigenous People's Alliance of Manitoba to provide information on funds at grants. I also attend the session on Reconciliation for Business Leaders. It was very informative and I have some ideas on how we can incorporate some of the actions at CFPD.

Donor Engagement & Growth:

- Spoke to Ryan Espey regarding starting a Fund. I sent him fund information and he is to get back to me.
- I spoke to Melissa Morrison regarding an Agency Fund for Family Resource Centre.

Operational:

- Prepared for and attended Endow Manitoba Engagement Session at Herman Prior.
- Prepared for and attended Executive Committee meeting on April 18, 2023
- Prepared for and attended an Investment & Finance Committee meeting on March 16, 2023.
- Prepared for and attended Board Meeting on April 18, 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 \$1,506.09.

Donations for April 2023

Name	Amount	General Ledger
Mr. and Mrs. Stephanie and Henry Verhoeven	\$50.00	Smart & Caring Community Fund
Neil & Dorothea Wicklund	\$100.00	Orest and Eva Shewchuk Bursary Fund
Evelyn Arnott	\$100.00	Women Who Care Fund
Marlene Troop	\$100.00	Burnside Cemetery Fund
Kevin and Iris Yuill	\$100.00	Women Who Care Fund
Tyne and Nathan Peto	\$25.00	Harvey and Barbara Carmichael Family Legacy Fund
Red Nose Portage	\$3,151.31	Gage Foster Athletic Scholarship Fund
Doug and Cathy Pedden	\$100.00	Smart & Caring Community Fund
Total	\$3,726.31	