

Executive Director Report

August 2025



Awards & Bursaries

- Distributed funds to institutions upon receipt of successful student enrollment
- Followed up with bursary recipients regarding successful monies received and successful student enrollment
- Edited bursary application for 2026 (for review and approval of Awards & bursaries Committee)

Granting

- Followed up with additional reminders to Spring 2024 grant recipients with phone calls and additional emails (3 outstanding at this time)
- Updated grant application for October 2025

Funds

- Contacted new interested individual regarding a meeting to discuss funds - (will be setting up a meeting in near future)
- Reached out to Agency fund holders to arrange for my attendance at upcoming board meetings to inform board about their funds
- Created Access Fund Preservation allocation document for 2024

Governance

- Made final edits on cyber security and acceptable use policy to be brought to the governance committee for review/edits etc.
- Created draft copy of an Incident Response Policy and Incident Report document to be brought to governance committee for review/edits

Operational

- Worked with SolutionsIT to remotely update router due to security concerns

- Prepared and sent July Source Deductions to CRA in the amount of \$1104.50
- Met with Mari Kozar regarding ED Networking Group- to start with coffee meet and greet in September
- Met with Mayfair regarding fire updates and light installation (security purposes)
- Reorganized main office area
- Met with Point West regarding light installation (rec'd quote)
- Completed all financial statements and documents, including bank and credit card reconciliation, operational payments, payroll, fund payments and bursary payments
- Worked on new pamphlet focused on legacy/end of life gifts etc.
- Have Stephanie on the Stride account for approvals etc.
- Met with CFC's Tracey Vavrek regarding membership to CFC, potential meeting dates and access to CFC databases etc.
- Organized files in office and filed audit documents and paperwork from 2024

Name	Amount	General Ledger
Jack & Jeannette Dawes	\$100.00	Prospect Cemetery Fund
Dr. Shayne Reitmeier	\$1,000.00	Alexis Unrau Bursary Fund
Perry Adams	\$60.00	Burnside Cemetery Fund
Perry Adams	\$46.00	Smart & Caring Community Fund
Highwater Lodge	\$50.00	Smart & Caring Community Fund
Tyne and Nathan Peto	\$25.00	Harvey and Barbara Carmichael Family Legacy Fund
Travis Lundy	\$3,050.00	Kellie Verwey Memorial Fund
Owen and Paula McKenzie	\$50.00	Burnside Cemetery Fund
Emma & Nolan Sokolan	\$300.00	Kellie Verwey Memorial Fund
Dave Hudson	\$100.00	Smart & Caring Community Fund
Norma Kirkby	\$100.00	Smart & Caring Community Fund
Heather Pawlinsky	\$200.00	Smart & Caring Community Fund
Total	\$5081.00	