

Minutes

PRESENT: Warren Neufeld, Ken Brennan, Doug Pedden, Cathie McFarlane, Barry Greenberg, Garry Wright, Stephanie Verhoeven, Sherrie Palmer, Pat Nodrick, Aaron Pierre, Amy Chappellaz

VIRTUAL ATTENDANCE: Divjot Divjot

STAFF: Lorna Knight

The meeting was called to order at 7:00 p.m.

1. **In Camera**
2. **Land Acknowledgment** – Cathie McFarlane
3. **Consent Agenda**

2.1 Agenda

2.2 Minutes – September 23, 2025

2.4 Executive Director Report

Approved by consensus

4. **Governance Committee Update- Sherrie**
- 4.1 Cyber Security and Acceptable Use Policy
- 4.2 Incident Policy (& Incident Report)
- 4.3 Diversity, Equality, Inclusion and Belonging Policy
- 4.4 Declarations for Board Members, Foundation Staff and Community Members (Code of Conduct and Ethical Behaviour)

The Governance Committee recently met and as a result of their meeting, they are presenting the following policies to the board for their approval. These policies were created in response to the upcoming addition of cyber security insurance, as well as in response to a questionnaire from Endow MB. The Endow MB questionnaire was looking to find information on which policies we had in place, and we identified a few gaps that needed to be addressed.

The Cyber Security and Acceptable Use Policy and the Incident Policy were created/edited to protect information, access control and security for staff, board members and volunteers. Doug noted that the policy mentions an annual audit of our technological applications and programs, his caution was to ensure that we keep this to a reasonable cost. Currently, it is SolutionsIT who perform an annual audit, and we will utilize this to inform us of any changes that need to be made.

The Incident Report Policy serves as a foundational guideline for managing incidents and emergencies that occur within the workplace. It is intended strictly for internal use and must be completed in a clear, thorough, and understandable manner. The report should provide a detailed account of what transpired during the incident, along with the actions taken in response. This ensures that anyone reviewing the document can easily comprehend both the nature of the event and the steps taken to address it. Additionally, this document will serve as an education tool to further other policies or procedures. Stephanie noted that other incidents outside of a medical event could still warrant the completion of this document and that HR related incidents are covered in the HR policy.

The Diversity, Equity, Inclusion, and Belonging (DEIB) Policy was identified by Endow MB as a critical gap in our current organizational framework. This policy will serve as a guiding document in decision-making processes related to awarding grants, bursaries, and other forms of support. It will also be referenced during staff hiring, board member recruitment, and

volunteer engagement to ensure our practices align with DEIB principles and promote a more inclusive and equitable environment.

The Code of Conduct and Ethical Behaviour declaration is to be updated to include the Cyber Security and Acceptable Use Policy understanding/compliance and will be reissued for current signatures from all board, staff and volunteers.

Moved by Sherrie Palmer, that the policies listed are carried as presented. Seconded by Barry Greenberg. Carried.

Moved by Sherri than the changes to the Declaration for Board Members, Foundation Staff and Community Volunteers: Code of Conduct and Ethical Behaviour be edited as presented. Seconded by Doug Pedden. Carried.

5. Fund Update – Lorna

5.1 Jeff and Mandy Dubois Family Fund

This fund reached the donation level of \$25,000 (based on a recent donation from the Dubois Family) and has been changed from an undesignated fund to a donor advised fund.

5.2 PLLC Fund

This fund has been an emerging fund, however a donation from Simplot has solidified this fund as a designated fund.

5.3 Family Resource Center Fund

This is a new fund, the agreement has been signed, however we are awaiting funds before we complete social media regarding the fund.

6. Excess Fund Disbursement – Doug

Doug explained that this spreadsheet is a way to show individual fund holders that their funds are “growing” each year with additional funds (based on a three-year average). The fund holders see this on their annual statement. Garry had a few questions regarding this spreadsheet- item moved to November meeting.

7. Strategic Plan Review -Cathie

Cathie reviewed the Strategic Plan. Cathie indicated some areas in which there are some additional items that have been added, based upon previously indicated goals and some new items that fall into existing Action Steps. Cathie noted that this current strategic plan is current up to 2027 and thus we can continue to add additional items to this plan as we see necessary. Ken noted that this is ideal as when we go to create a new strategic plan, we can look at any new items which have been identified as a starting point for the next strategic plan. The Strategic Plan is available on the Board Portal for viewing and review at any time. A suggestion was made to perhaps add Community Engagement in terms of gaining insight and input from end users of the Community Grants, including groups such as young parents, newcomers etc. Lorna will do some work on how this could roll out as an item on the Strategic Plan and will bring it forward at the next Strategic Plan review.

8. New Business

8.1 Board Retreat Dates- Cathie

8.2 The annual board retreat will be held at Southport this year. Southport has been a consistent and valued partner and given their current expansion efforts and focus on sustainability, the board agreed it would be beneficial to hear directly from them during the retreat. The evening will begin with a tour of Southport's new administrative building, followed by presentations from guest speakers (Dean Rennie (Manager of Business Development) and Nathan Peto (CEO)), dinner, and bowling to conclude the night. Further details will be shared as they

become available. Board members with dietary restrictions are asked to contact Lorna, who is coordinating the meal arrangements.

8.3 Office Purchase

As a result of the newly approved Cyber Security and Acceptable Use Policy- Lorna noted that some information which should be in a locked cabinet is not currently secured in this fashion. She is asking the board to approve the purchase of a locking filing cabinet as it is more than the discretionary fund amount.

Moved by Doug Pedden that the purchase of a locking filing cabinet (approximately \$700) is approved. Seconded by Warren. Carried.

8.4 SolutionsIT

SolutionsIT quoted for the phishing training- which included a \$600 set-up fee. Lorna is following up on this particular cost. Additionally, encrypting the computers will take an additional half an hour of technician time to put into place and thus we will be proceeding with this to ensure further cyber security of our devices.

8.5 Lion's Club Payout – Warren

The Lion's Club Annual Fund payout is to be divided equally between the Portage Lion's Club Manor Foundation and an organization of the BOD's selection. As in past years, these funds will be taken into consideration with the Fall Grant Applications. Warren will bring the decision for this fund's allocation to the November meeting.

8.6 150 WWC-Stephanie

The date for this annual event is set for Thursday February 19, 2026 and planning has already started. The Special Events committee will be meeting again in November with a more comprehensive update for the December meeting.

8.7 Giving Week

The Giving Challenge is from November 10th to November 16th, 2025. CFPD will be advertising on the radio, with a sign in our window and with a new sandwich board. The Special Events committee has approached a number of local businesses to receive gift cards as a giveaway to anyone who donates during this week. The response from the community has been positive. Lorna would like to thank the special events committee for their assistance with this.

Move by Doug Pedden that the meeting be adjourned at 8:06 p.m.

Submitted by:

Approved by:

Lorna Knight – Executive Director

Signature of Executive Officer