

# Executive Director Report

April 2026 (21 working Days)



## Special Event

- Planned, executed Pay it Forward Days-visited each site, collected pictures and statistical data on number of patrons, services/programs accessed etc.
- Requested sponsorships for AGM/Annual Celebration, secured venue etc.

## Granting

- Completed all contracts, cheque requests with successful applicants
- Updated Grant policy for review (in May) regarding timelines and specifics for funding allocations
- Spoke to all grant applicants regarding grant applications
- Conducted on-site visits to present cheques (with board members), more to occur in May
- Attended open house at NIRSM for new stairs (from 2025 grant- April 22) with Cathie, Aaron, Ken Pat and Stephanie

## Funds

- Worked with Vintage Cruisers (met with them April 13 & 14) on the creation of their undesignated fund
- Fund Development Meeting (April 8) specifically for Payroll 50/50 and fund successor policy and revisions to fund agreements
- Completed updates and will start roll out of new fund agreements to existing fund holders
- Reached out to PLPSD for confirmation to continue with payroll 50/50

## Awards & Bursary

- Attended Westpark School to speak with graduating class regarding available bursaries (April 20)
- Have started to receive completed applications
- Reached out to previous student recipients to collect quotes, pictures etc. in order to promote the bursary program and provide relevant local stories of local students

## Nominating

- Spoke to several potential candidates regarding upcoming board member positions
- Set Nominating committee 's next meeting (May 5)

## Governance

- Updated policies and posted new versions on board portal and updated policy binder
- Worked to create Successor Policy as part of Fund Development

- Created one-page DEIB supporting document to be presented to the board for review (to be used in conjunction with the DEIB policy)

### Financial

- Assisted Finance Assistant with month end financial specifically for Investment entries on QB
- Investigated option for printable cheque off of QB online to simplify process and enhance safety measures

### Executive

- Attended Executive Meeting (April 16)
- At request of Executive Committee, a draft fund agreement with Rotary was created
- Further research was conducted into CRA guidelines regarding spend-down funding, conduits and using an intermediary
- Sent out request to Board for updated committee preference for board committees 2026-2027

### Operational

- Prepared and sent April Source Deductions to CRA in the amount of \$1491.28
- Completed Statistics Canada Business Payroll Survey RV8LLRPD (for March)
- Completed all financial statements and documents, including operational payments (overseeing some of these processes with Finance Assistant)
- Prepared Board Meeting documents
- Completed 6-month review, performance evaluation and updated contract with Finance Assistant (April 6)
- Working with MNP on documents required for audit- multiple requests for additional documentation/contracts etc.
- Attended three day ENDOW MB conference in Winnipeg
- Met with new Golden West representative (Callie McArthur) regarding marketing, metrics and our vision. Multiple interviews with radio and newspaper reporters on Bursaries, Spring Grants and Pay it Forward Days.
- Attended (with Ken Brennan) the State of the Region Event where speakers from the City, RM, Southern Health, Southport, PCRC and PLPSD spoke regarding upcoming projects, employment needs and land development