Community Foundation of Portage and District Inc.
Board Meeting June 9, 2026

Minutes

PRESENT: Cathie McFarlane, Aaron Pierre, Garry Wright, Amy Chappellaz, Ken Brennan, Doug Pedden, Warren Neufeld, Barry Greenberg and Pat Nodrick (arrived after meeting commenced).

VIRTUAL ATTENDANCE: N/A

ABSENT: Stephanie Verhoeven, Sherrie Palmer

STAFF: Lorna Knight

Call to order: 5:45 pm

1. **Land Acknowledgment** – Cathie McFarlane

2. **Consent Agenda**
   - **2.1 Agenda**
   - **2.2 Minutes – May 12, 2026**
   - **2.3 Executive Director Report**
   - **2.4 Donor Advised Funds**

Doug Pedden added **5.1: Audit Update** to the existing agenda.

Approve by consensus with noted addition.

3. **Committee Reports**

3.1 Awards and Bursary Committee Report

It was Amy's first year as the Chair of the Awards and Bursary Committee, and she relayed that it was a fantastic experience. Amy especially noted that she loves how diligent and conscientious the board and the board committees are when overviewing any applications. Stephanie and Lorna went through the applications, previous to the first committee meeting, and narrowed down the candidates by the individual bursary eligibility. All eligible applications were then brought forward to the committee for individual bursary selection. The committee was diligent about adhering to the specific requirements of each bursary as directed by the Fund Agreements. Recipients for all awards except one were selected. The unawarded fund amount will be awarded to a future eligible candidate as there were no eligible candidates for this specific bursary (Bill & Cathy Skyhar Bursary Fund) this year.
The Kathleen Bjarnason Grant Fund applications were reviewed at a later time, due to a later application deadline and the committee selected Arthur Meighen and Crescentview to receive this grant.
Amy brought the attention of the board to the recommendations made by the committee. These recommendations included changing the application form to cluster bursaries in easier to understand sub-sections, as well as adding in a notation for mature student applicants.

3.2 Nominating Committee- New Board Members

Ken reported that the Nominating committee met earlier this evening and the committee is bringing forward two new members for consideration to fill the open board positions. Barry initially reached out to Kevin Yuill and he agreed to be considered. The second candidate, Breanne Orangis, reached out to the Foundation after a conversation with a board member (Sherrie Palmer) in which she indicated her interest in joining. The Nominating Committee was pleased that these two candidates will increase the diversity of the board through a mix of; their employment, community participation, geographic representation (candidates are from outside of the City of Portage) and age diversity.

Moved by Ken Brennan, seconded by Barry Greenberg, to accept Breanne Orangis and Kevin Yuill as Board Members starting in the 2026-2027 board term. CARRIED.

4. **Online Submission Forms**

The administrative staff were investigating the option to utilize online forms for grants, bursaries etc. This process should be able to ensure we are keeping up with preferred methods for submission, as well as negate submissions which are missing attachments and required documentation. The River's Foundation has shared with us that they have been utilizing these types of online entry forms through the Leech group in Brandon for many years. They indicated they were highly satisfied with this business and recommended them to us. We have pursued this option and received a quote for the work that we want completed. The goal of this process is to streamline the application process, thus allowing staff to concentrate on assisting applicants who need more assistance, such a first-time applicants. Discussions regarding this change are favourable, provided that the Foundation continues to accept paper copies and emailed copies of the application to ensure maximum accessibility to the grants/bursaries process. The main concern however is the security of the collection of data as the application requires financial statements and potentially confidential organizational information. Additionally, there is the need to ensure that it fits with our current website and technological security measures.

Moved by Warren Neufeld, seconded by Doug Pedden, that Lorna (Executive Director) be authorized to continue investigating the potential use of these forms, assess whether the associated systems and platforms meet all organizational criteria and security requirements, and, if those conditions are satisfied, proceed with implementation of the initiative. CARRIED

5. **Summer Hours and 2026-2027 Meeting Dates**

Summer hours, as per the usual operating parameters, will be 9am-2pm, Monday to Thursday for the months of July and August. This allows staff to take holidays, complete internal projects and attend external meetings/events with a lessened impact on office hours. Lorna reminded the Board Members that this does not mean that staff are not in the office beyond 2pm, but that they will be focusing on some specific projects during that time. Additionally, this is the quietest time of the year for the foundation in terms of donations etc. but still busy for staff as they are looking ahead to fall/winter planning.

5.1 Audit – Brief Update

After MNP presented the audit to the Foundation at the May Board meeting, it was discovered that the land involved in the trust was not discharged from the financials after it was sold. Brent at MNP reached out to the executor of this estate to determine some further information before he can determine if there needs to be any changes to the audit. If the changes are not material, then the audit will remain unchanged. Doug informed the board that this is just a head's up so that if there are changes, they will be made aware of them before the AGM. The Board will be kept appraised of any changes when this information becomes available.

6. Next Meeting- AGM/Annual Celebration June 18th, 2026 @ Southport 6pm

Doug noted that the approval of Executive and signers should not be completed as part of the AGM Agenda. Lorna will investigate this further to determine if these motions need to be accomplished at a regular Board meeting instead.

Meeting Adjourned: 6:47 pm

Submitted by:	**Approved by:**
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Lorna Knight – Executive Director	**Signature of Executive Officer**