

Executive Director Report



May 2024

Awards & Bursaries

- Prepared for and attended committee meeting.
- Reviewed all bursary applications, contacted applicants for missing information.
- Placed all applications on website.
- Did all follow up documents relating to committee decisions.
- Drafted Awards & Bursary Committee Report for June meeting.

Fund Development:

- Prepared documents for Heather Carmicheal Estate and received cheque of \$250,000.00.

Granting:

- Prepared for and attended Grant Committee Meeting.
- Prepared all grant documents as presented in Grant Committee Report.
- Updated Grant Application and put it on website.
- Updated Grant Matrix.
- Updated Grant Agreement.
- Updated Grant Policy.

Special Events:

- Met with Herman Prior to finalize details for AGM/Annual Meeting.
- Worked on Annual Report.
- Prepared all reports and documents for AGM & Annual Celebration.

Operational:

- Advertised, interviewed, recruited and trained for Receptionist position.
- Prepared for and attended Executive Meeting.
- Prepared for and attended Board Meeting on May 14, 2024.
- Prepared and sent April Source Deductions to CRA in the amount of \$1,009.01.
- Attended CFC ED Peer Gathering.
- Attended the Connecting Communities in the Americas session.
- Attended Anit-Racism Engagement Session.

Donations for May 2024

Katherine McKenzie	\$300.00	Burnside Cemetery Fund
Mr John Schmitke	\$50.00	Burnside Cemetery Fund
Cathy Thompson	\$40.00	Gage Foster Athletic Scholarship Fund
Angelika Foster	\$100.00	Gage Foster Athletic Scholarship Fund
Angela Moberly	\$50.00	Gage Foster Athletic Scholarship Fund
Tyne and Nathan Peto	\$25.00	Harvey and Barbara Carmichael Family Legacy Fund
Leonard and Judy Essay	\$100.00	Oakville Cemetery Fund
Sandra Wallace	\$25.00	Smart & Caring Community Fund
Pauline Chudzik	\$50.00	Smart & Caring Community Fund
John Boehm	\$20.00	Smart & Caring Community Fund
Greg and Julie Roberts	\$100.00	Smart & Caring Community Fund
Estate of Heather Carmichael	\$250,000.00	Smart & Caring Community Fund
Mrs Allene Roy	\$25.00	Wayne & Audrey Klippenstein Family Fund
Dale and Rhonda Lyle	\$200.00	Wayne & Audrey Klippenstein Family Fund
Jacki Rintoul	\$50.00	Wayne & Audrey Klippenstein Family Fund
Total	\$251,135.00	