

Executive Director Report



January 2026 (16 working Days)

Special Event

- Met with Special Event Committee (Jan 19)
- Invoiced all sponsors
- Tickets on sale starting Jan 22. 2026
- Reached out to multiple non-profits and community organizations to encourage applications for both pitch and fund grants
- Reviewed application for pitches and for the fund, contacted pitchers and recipient
- Purchased most of the decorations, centerpieces etc.

Granting

- Started to reach out to Spring 2025 recipients regarding completed final reports
- Met with Jenna from CMHA regarding potential grant opportunities they could apply for (Jan 6)
- Created an informational sheet to mirror work done by the committee's current matrix to create a new "tool" in the toolbox for grant committee members (to be distributed to grant committee members before spring grant meeting)
- Updated the bursary application form with the new bursary and some other adjustments to reflect work done by the committee last year

Funds

- Had virtual meetings with Raffle box regarding the potential for the payroll 50/50
- Met with PLPSD (Jan 12th and Jan 20th) regarding two emerging funds, bursary processes, 50/50 payroll potential etc.
- Completed an initial draft of the PLPSD payroll "proposal"

Governance

- Continued to collate materials for the next set of policies to be reviewed by the Governance Committee. Meeting set for February 5, 2026.
- Created one-page DEIB supporting document to be presented to the board for review (to be used in conjunction with the DEIB policy)

Financial

- Liability Insurance & Donor Perfect was renewed in January
- Completed Petty Cash- was not previously reconciled since 2021

- T4A's are to be completed annually for all bursary recipients who receiving bursaries totaling over \$500. We are in the process of collecting student data (SIN#'s, current addresses) to generate and issue these.

Executive

- Met with the Executive (Jan 15) regarding redistributing policies, SPAM etransfers, potential update to the fund agreements with a fund successors clause and an update on recent meetings.
- Complete Board Questionnaire and dispersed to Board Members. Questionnaire will be collected and collated to determine next steps.

Operational

- Went to radio station to promote WWC Fund and Event (Jan 13)
- Met with Southport (with Carrie-Anne) regarding continuity of sponsorship for marketing and new potential funding partnerships (Jan 13)
- Attended an event hosted by Golden West (with Cathie and Amy) dealing directly with radio marketing possibilities for CFPD (Jan 13)
- Attended State of the Province (with Cathie), learned some important information regarding economic development in our region and expected economic trends
- Prepared and sent December Source Deductions to CRA in the amount of \$2,380.27
- Completed all financial statements and documents, including operational payments (overseeing some of these processes with Finance Assistant)
- Prepared Board Meeting documents
- Met with Carrie-Anne (Administrative/Marketing Assistant) to update her contract, determined a criminal ref check is missing from her employee file and completed annual performance evaluation
- Updated current employee contracts and files to contain required information as per Human Resources Policy
- Continued training of the new Finance Assistant with year end procedures and audit documentation
- Working with MNP on transfer of information to QB online, reduction and confirmation of accounts
- Completed Stats Canada Business Payroll Survey (QKQB2RN9)
- GST rebate for July-Dec 2025 is still pending (awaiting Cardinal investment Fee Invoice)

List of Donations is included as a separate document