

**Executive Director Report to the Board of Directors
Cranbrook and District Community Foundation
March 11, 2014**

- Compiled information packages for distribution to potential donors
- Charitable Receipt Book redone with corrected address
- 2013 T4 Summary
- Administration of payroll, accounts payable and receivable
- CDCF Records familiarization and management practice review
- PayPal Account Familiarization - Log In information, Donor extraction
- Sustainable Community Builder Award in progress – award will be determined by a subcommittee of three city council members, application online at CDCF and City websites
- Call for nominations jointly released by the City of Cranbrook and CDCF
- Review Membership Books
- Chamber of Commerce membership inquiry
- Review and Upload of 2014 Grant form to CDCF website
- Animal Welfare Fund(\$9900) – RDEK Request Letter Sent, response pending
- GALA May 30, 2014 – Heritage Inn, facility booked as prior dates were filled
- CDCF participation in BDO Ring Toss, proceeds to Salvation Army Homeless Shelter Project, excellent feedback from BDO – Improved results over previous years
- Mark Maholic In Memoriam Scholarship Fund: initial contact Harvey Venier - WORK IN PROGRESS – donations as of March 7, 2014 total \$8025.00
- Met with Katherine Hough to gather information for scholarship fund
- Cranbrook Public Library Opportunity Fund started with \$288.00 contribution
- Vital Signs: confirmed board approval with Cindy Lindsay of CFC
- 191 Campaign email to Kootenay Area Foundations for collaboration (Riley)
 - review drop box material
- HRJ application (Riley, Neil, Bev)
 - Riley to proceed with application after Board discussion
- CBT Application – Social Grants(Theresa) – application denied funding
- CBT Application – Community Development for Vital Signs pending board approval
- Canada Summer Jobs application – has been sent, notification of approval is pending
- School Works report - Maddie's last day April 20
 - File report to COTR after April 20th
- Website Update:
 - add fund options to the active section of the donor page
- Letters of Request sent to Service Clubs to allow for CDCF presentations
- Outreach Presentations
 - Cranbrook Sunrise Rotary - February 25, 2014
 - Cranbrook Rotary (noon club) – April 17, 2014
 - RDEK – May 2, 2014
- Participation Cranbrook Social Planning Council - CDCF is the host organization for SPC Advisory Committee Meetings
- CDCF now a part of Step Up BC pilot project to provide HR support to non-profit organizations
- Discussions with East Kootenay Friends of Children regarding Opportunity Fund Drive