

**Executive Director Report to the Board of Directors  
Cranbrook and District Community Foundation  
April 8, 2014**

- Updated charitable receipts to meet CRA compliance.
- Attended Cranbrook and District Chamber of Commerce Luncheon – networking with members and business representatives from throughout the East Kootenay.
- Reviewed all 2014 grant applications and provided report to committee.
- Compiled grant application packages for committee pick-up and review.
- Liaised with Harvey Venier and Bev Bull to support the compilation of grant allocation amounts for 2014.
- Developed promotions plan for 2014 with Snapd East Kootenay.
- Discussion with Anonymous Donor regarding funding application for 2014-2016.
- Attended Cranbrook Community Conversation – regarding municipal elections.
- Applied for Research Internship grant through RDI (Regional Development Institute). If successful will be applied to Vital Signs research.
- Participated in appreciative inquiry workshop through Social Planning Council. This work directly supports the Vital Signs community consultation aspects.
- E.D. is the office representative for the building's occupational safety and health committee.
- Continue to work with Patricia Whalen on Giving Fair for November.
- Met with Fund Development Committee Chair for update and planning for: Kootenay Women's Show, Opportunity Fund Drive, Grant Gala and Sam Steele Days, provided (10) information packages to Chair for distribution in the community.
- Met with Jennifer Krotz CBT regarding community alliances and areas we can work at to enhance our fund development programs.
- Organized site visit for School Works program liaison at CDCF offices.
- Set consultation date (September 15 – 17, 2014) with Refinery consultant group. This is a great opportunity to receive outside examination and consultation on our leadership and organizational development. To make this a success it is imperative that board and committee members take part in this process. Please mark these dates on your calendars.
- Providing ongoing support to Mahovlic family to develop an opportunity fund deed of gift and to liaise with MBSS for scholarship selection and distribution.