

Final Executive Director Update from Theresa
February 11, 2014 Board meeting
Cranbrook and District Community Foundation

1. REMINDER: Friday, February 21st is the Kootenay Ice ring toss for those who have volunteered. BDO leads the ring toss. CDCF comes out to sell rings before the puck drops until 15 minutes (approximately) before second intermission.
2. Worked with Maddie in late January to ensure her workload with CDCF was manageable. Maddie is now working 8 hours (down from 12) a week. Maddie's hours are Tuesdays and Thursdays from 11 am - 3 pm. Made amendments to the School Works contract with Lorna from COTR (School Works). The updated contract of 8 hours/week is now in place.
3. Applied for federal funding for a summer student position.
4. Reviewed grant application content and format with Riley and Dana. Grant cycle early February.
5. Completed required documentation for D&O and content insurance.
6. Worked with Stacie Graham from the Vancouver Foundation to begin our Senior's fund. Stacie has set the process in place. Waiting for correspondence from the VF. Stacie is moving to a new role. New contact is: Nicole Jeschelnik
7. Attended the CFC webinar on their National Advertising Campaign. Very exciting material and will be media-ready when the ads are released over the next several months.
8. Attended a meeting with Executive on January 23rd to discuss organizational transition.
9. Attended a meeting with Riley and Wayne at City Hall on January 29th to discuss Vital Signs. Mayor Wayne Stetski, Councilor Diana J. Scott, Chris Zettle (Communications Officer) and Kevin Weaver (Economic Development Officer) were present. Great exchange of ideas around community surveys and working together.
10. I have also heard from Helen Lutz from the Regional Development Institute of Selkirk College. RDI has been creating a digital portal for communities to access free of charge. Helen indicated that if any of the data is helpful for vital signs to let her know. That is, if we need the data before the end of March (when their site goes live).
11. Exploring options for fundraising software package with Riley. Gift works (current software) is undergoing changes to software packages, options and cost.
12. Spoke with Arlene Bedell from Key City Gymnastics. Key City interested in doing a car raffle for their capital project. I asked Arlene to be in touch with Gaming directly for answers to her questions.
13. Opened new application with Anonymous foundation. File number 8639. Completed organizational profile and certification requirements. Will submit draft application immediately following board decisions. Program officer will then provide feedback and the application will need to be edited with his feedback in mind.
14. Gave verbal notice on January 17th, written notice on January 20th. At that time I did not have another position that I was leaving for. Since that time I have been offered a position at EK Addiction Services Society. My last day for regular hours was Friday, January 31st. Since the 31st I have continued to be available to Riley to ensure the best possible transition. I can be available for 5 hours/week until the end of February.