**Executive Director Report**

**December 10, 2013 – January 8, 2014**

1. Administrative Tasks over the month have included:
	1. Insurance
	2. Year-end accounting preparation
	3. Year-end payroll preparation
	4. Charitable receipting complete for 2013
	5. Computer operating systems and program upgrades
	6. Financial program purchased. Soon to be up-to-date
2. Youth Programs
	1. Supervision of Maddie. Maddie’s work continues to focus most on administrative assistance and website updating.
	2. Reporting to COTR/ School Works completed. 1st School Works payment on its way. Can apply two more times before May 2014 for support.
3. External Communications
	1. Anonymous donor – reporting to Anonymous updated. New letter of intent and grant application process underway. Spoke with Mr. anonymous regarding a potential next project. This model is supported by the Community Foundations of Canada as well.
	2. Rob Venier – Attended a meeting with Riley and Rob regarding Rob’s work with the Community Foundation. Meeting achieved clearer information about the potential for Rob to work with and on behalf of the CDCF. Discussed the Architect Program at BMO Nesbitt Burns and the potential for BMO Nesbitt Burns listed with the Vancouver Foundation. The potential to have a local investment vehicle may be of interest to some donors. Having Rob on board as a member of the finance committee is a valuable resource.
	3. Community Foundations of Canada – Meeting with Cindy Lindsay (Barb McMillian position). CFC is looking to expand CF presence in communities and is working to develop tools and structures to build the capacity of local CFs that are building community funds. Informed Cindy of our project proposal underdevelopment to Anonymous foundation and the matching funds support that could be available. Cindy would like to continue the conversation about the tools CFs need to support the development of community funds. Cindy also informed me of two upcoming training sessions (no dates as of yet) both being held in the Interior/Kelowna. One in the spring another in the fall. Stay tuned for more information.
	4. Colombia Basin Trust – Social Sector Grants application for Vital Signs. Some feedback offered was that Vital Signs is broader than social indicators and so the Social Stream funds might not be the best match. Conversations with the Regional Development Institute (partnership with CBT) around their support to Community Foundations as well.
4. Internal Communications
	1. Orientation meeting with new Directors (Lori and Dana) with Wayne
	2. Meeting with Riley, Wayne and Bev. Year-end meeting to discuss