

LOGO

EXECUTIVE DIRECTOR REPORTING

Agency Name

Organizational Report

Date of previous report – Date Ending

Key Community Partners and Trends

Trends and Other Projects

- COVID – 19 Updates
- New large initiatives
- Issues/Trends that may impact agency's image or potentially change services
- Innovations
- Partnership Survey Results (every 2-3 years)

Funders

- **Key core funder – Updates as necessary**
 - Call for proposals and applications
 - Funder Mtg Updates
 - Changes in funder policies

Human Resources

- Staff changeover
- Employee Engagement Survey Results
- Change in operational policies
- Compensation Assessment Results
- Potential liabilities – to be brought at Board In Camera Session

Programs and Services

Key programs – however categorized

Section

- Highlights,
- Developing
- Results/Story

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Partnerships

Workplan Specific Items identified for Quarter

Public Engagement, Volunteers and Events Coordination

Agency Events

- What, when, purpose, progress

Third Party Supporter Events

- Key information

Grants

- Applications to non core grantors, foundations and sponsors. Who, when and for what.

Communications

- Newsletter, website, social media, print media

Volunteers

- Information regarding upcoming events and opportunities

Workplan Specific Items identified for Quarter

Finance, Administration and Evaluation

- The Board portal website
- Important Corporate Document Filings:
 - Payroll statutory remittances submitted regularly through Ceridian
 - Required documents (e.g. Audited financial statements, Annual Report and List of Board Members) submitted to ACCH, IRCC, PHAC, CHABAC, ECALA and AGLC
 - Updates to RBC signature cards – in process
 - Property Tax Exemption Application 2021 – submitted in July 2020
 - Charitable Information Return (CRA) - due Sept 30
 - GST Rebate Application – due Oct 31
- Insurance
 - Directors & Officers, Volunteer Accident & Cyber Liability Policies renewed in June 2020.
- Financial Reports/Claims submitted
 - ACHF (AH) & PHAC 2020-2021 Q1 Financial Reports submitted in July 2020
- Financial Issues that may have impact on policy
 - GICs and Line of Credit
 - Update on management letter from auditor as required
 - Policy Related Issues or Changes – i.e. Information Management

Evaluation & Database

- Database
- Evaluation
 - Evaluation Projects being worked on
 - Reports submitted

Attachments:

Please refer to the Board Portal through our Website to access ED Information such as Operational Policies, Grant Applications, and Reports Submitted

Respectfully submitted,

Signature insert

Executive Director