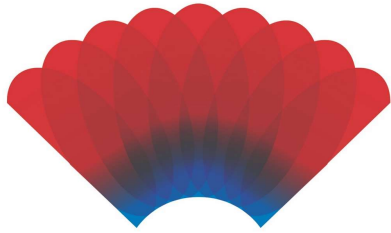


AGENDA

#	Agenda Item	Time Allocated	Planned End Time
	Procedural/Consent Items		
1	Call to Order: K. Morrison	3:30 pm	3:31 pm
2	Introductions and Welcome Remarks: K. Morrison	3:31 pm	3:32 pm
3	Approval of Board Agenda and Call for Other Business: K. Morrison	3:32 pm	3:33 pm
4	Declarations of Conflict of Interest: K. Morrison	3:33 pm	3:35 pm
	Discussion and Action Items		
5	Minutes of November 4 & 5, 2022, Board Meeting: K. Morrison <ul style="list-style-type: none"> • Motion to accept the minutes of November 4 & 5, 2022 	3:35 pm	3:37 pm
6	CPFF Reports <ul style="list-style-type: none"> ➤ Governance: T. Georgieff <ul style="list-style-type: none"> ▪ CPFF AGM <ul style="list-style-type: none"> ○ Directors: Appointment of/or approval to continue in term and year of appointment ○ Chair ○ Vice Chair ○ Treasurer ○ Secretary ○ Governance Chair ○ Communication/Fundraising Chair ○ Advocacy & Support Chair ➤ CPFF Financials (November 2022): V. Pringle & S. Lee ➤ Executive Director Report: <ul style="list-style-type: none"> ▪ 2022-2023 Activity Update <ul style="list-style-type: none"> ○ November Board Meeting Follow Up <ul style="list-style-type: none"> • Mission/Vision Statements • Procurement Policy • Banking Policy 	3:37 pm	4:55 pm

#	Agenda Item	Time Allocated	Planned End Time
	<ul style="list-style-type: none"> • Heather's Contract • Sharon's KPIs • MAB Review and Succession ○ May Board Retreat (Virtual) ➤ CPFF Committee Reports: <ul style="list-style-type: none"> ▪ Governance & Finance: T. Georgieff <ul style="list-style-type: none"> ○ Nominations Committee <ul style="list-style-type: none"> • Solicitation of new Board members • Solicitation of Committee members ○ Board Review & ED Review ▪ Advocacy & Support: M. Ashcroft, H. Smith & S. Lee <ul style="list-style-type: none"> ○ GR: PMPRB update ▪ Communications & Fundraising: T. Hunter & S. Lee <ul style="list-style-type: none"> ○ DIY fundraisers & funds raised: S. Lee ○ 2022 Surveys: S. Lee <ul style="list-style-type: none"> • Patient & Caregiver update • Healthcare professionals survey • Oxygen provide survey ○ Website Update: S. Lee ○ February – Rare Disease: S. Lee <ul style="list-style-type: none"> • Global Heroes – National Digital & Print Media in BC & ON • Pucker Up Challenge • Naming of the CPFF Mascot (formerly Bob the Blob) contest ○ 2023 HBH: S. Lee <ul style="list-style-type: none"> • Events <ol style="list-style-type: none"> 1. Half Ironman – July 30, 2023 - Calgary, BC 2. Clarke Walk – Sep 9, 2023 – Calgary, AB 3. Rob Garbutt - ? – Winnipeg, MN 4. Davidson Walk – ? – Markham, ON 5. Georgieff-Fenton/Khan Walk – Sep 23, 2023 – Montreal, QC 		

#	Agenda Item	Time Allocated	Planned End Time
	<ul style="list-style-type: none"> • Greetings (Premiers & Healthcare Ministers) • Lighting of Buildings across Canada • Pucker Up Challenge <ul style="list-style-type: none"> ▪ Medical Advisory Board (MAB): C. Fell <ul style="list-style-type: none"> ○ Robert Davidson Fellowship awards for 2023 (2 x \$90K) 		
7	<p>New Business</p> <ul style="list-style-type: none"> • In Camera Session (if needed) 		
8	<p>CPFF Board Meeting Dates for FY 22-23:</p> <p>Friday January 13, 2023 (Board Meeting & AGM) Friday February 3, 2023 Friday March 3, 2023 Friday April 4, 2023</p> <p>Board Retreat: Thursday May 4 & Friday May 5, 2023 or Friday May 5 & Saturday May 6, 2023?</p>	4:55 pm	4:58 pm
9	Adjournment	5:00 pm	



Canadian Pulmonary Fibrosis Foundation

Board Minutes

Held in Vancouver, BC via ZOOM and In-person

On Friday and Saturday November 4-5, 2022

Commencing at 2:30 pm PDT on Friday and 9:00 am PDT on Saturday

Present: Kirk Morrison, Chair
Moyra Martin, Vice & Governance Chair
Verity Pringle, Treasurer
Sharon Lee, Executive Director

Mark Ashcroft, Advocacy & Support Co-Chair (Via Zoom)

Todd Georgieff, Communications & Fundraising Co-Chair
Nicole Hilliard (Via Zoom)
Tom Hunter, Communications & Fundraising Co-Chair (Via Zoom)
(Joined @ 9:23 am and left @ 10:30 am)
Ranjena Maloni
Derek Mastin (Via Zoom)
Ray Protti
Dr. Gokul Vidyasankar

Guest(s): Dr. Charlene Fell

Regrets: Dr. Holly Smith, Advocacy & Support Co-Chair
Peter Kleinstiver
Winston Fiander

Minutes: Roberto Zapata

Call to Order

The meeting was called to order by K. Morrison.

Introductions and Welcome

K. Morrison welcomed everyone.

Approval of the Board Agenda

It was moved and seconded,
That the Board agenda be approved as amended.

Carried.

Declarations of Conflict of Interest

There were no declarations of conflict.

CPFF Board Minutes of November 4-5, 2022

Minutes of October 7, 2022 Board Meeting

It was noted that a copy of the Robert Davidson Fellowships has yet to be sent to N. Hilliard and D. Mastin for review. A copy will be sent to each electronically during the following week.

It was moved and seconded,

That the minutes of the October 7, 2022 Board meeting be approved.

Carried.

CPFF Overview

History of CPFF

M. Martin provided a detailed summary of CPFF's history. This served as an introduction to the new directors, and a refresher for the veteran directors.

In 2009, Robert Davidson went for health check-up as part of his soccer referee certification. This is where Robert was diagnosed with pulmonary fibrosis, which at the time had very little information available online.

Due to the scarcity of information and support, Robert decided to start a foundation which would bridge that gap. Most of the CPFF's start up investments came from Robert's own pocket.

M. Martin first met Robert in 2013, as he traveled West to advocate for the coverage of Esbriet in all of Canada.

CPFF started as a provincial foundation, but Robert's goal was to expand it across Canada, and so it was federally registered.

It is important to recognize the past directors who stepped away from the Board for personal reasons or who passed away.

- Stephen Binch (passed)
- Barbara Barr (passed)
- Doug Barber (passed)
- Darlene Gallant
- George Kaminsky

CPFF Structure

S. Lee provided a detailed summary of CPFF's structure. This served as an introduction to the new directors, and a refresher for the veteran directors.

The following topics were discussed:

- Organizational structure (directors, non-directors and staff)
- Vision, mission and objectives (and their pending update)
- The 4 Pillars, their history and what they comprise:
 - Support of Patients & Caregivers
 - Support groups

CPFF Board Minutes of November 4-5, 2022

- CPFF App
- Staff ready to help

- Education & Awareness
 - Website
 - Educational webinars
 - Patient stories and Breathless for Change documentary
 - Hope Breathes Here Newsletter

- Research
 - Fellowships and grants (and previous fundings awarded)
 - Mention of the presentation by Chris Ryerson and fellows on Friday morning

- Advocacy
 - OFEV for all PF-ILD patients and thank you letters to Ministers
 - Ambassador program
 - Oxygen whitepaper
 - Previous successes (The Burden of IPF report, Breathless for Change 2020 report, Provincial presence (Greeting & Proclamations), Canadian IPF Charter, Initial OFEV Advocacy for IPF patients)

It was mentioned that if the Boehringer Ingelheim's and Roche's upcoming drugs pass to phase 3, CPFF will take up advocating for their equitable coverage across Canada.

It was added that in-person support group meetings, prior the pandemic, is a success that was not discussed but that should be noted.

Carter's Report

K. Morrison provided some key highlights of the 2015 Carter's report. He furthermore encourages the rest of the Board to read the 27-page report themselves.

Highlights

Page 5 - CPFF is a charitable corporation that:

- Is not owned by the Members of Directors;
- Does not own/issue share capital;
- Cannot be operated for pecuniary gain of Members.

Page 6 & 14 - CPFF must conduct a yearly audit, as it is a soliciting corporation with a non-designated revenue greater than \$250,000.

Page 8 - CPFF's purpose is to:

- Receive and maintain funds and apply all or part of principal and income to charitable organizations;
- Promote health;
- Advance education;
- Undertake other activities that will further help achieve its charitable purposes.

CPFF Board Minutes of November 4-5, 2022

Page 9 - CPFF's structure requires an Annual General Meeting (AGM) within 6 months of its fiscal year's end (July 31, therefore by January 31) during which:

- Reports are reviewed;
- Financials and budgets are reviewed and approved;
- Directors are elected;
- Past actions are approved;
- Other business is transacted.

Page 11 - CPFF's governance, administration and management of the Corporations entails that:

- Directors are accountable to Members and furthermore cannot receive remuneration;
- Executive Director is accountable to Directors and responsible for management and day-to-day operations;
- Meeting must take place in person or electronically;
- Documents must be executed by 2 Officers or others designated by Board;
- Page 15 - Board must consider adopting policies on matters of important applications, particularly where the Corporation needs to protect potential victims;
- Page 14 - Books and records must be kept at the registered office for the following:
 - Certificate of continuance, articles of amendment and by-laws
 - Register of Members and Directors
 - Meeting minutes
 - Minute book.

Page 15 - CPFF's obligations under the Income Tax Act entail that maintaining charitable status is the responsibility of the Members.

Page 16-23 - CPFF has federal and provincial reporting requirements.

Page 24-26 - CPFF's Directors' duties and liabilities entails that Directors:

- Are the "directing minds of the Corporation" and so may be responsible for "misdeeds of the Corporations in certain instances";
- Must be reasonably prudent and have a duty to act honestly and in good faith with a view of the best interest of the Corporations;
- Are potentially liable for 6 months of unpaid wages;
- Must have provisions for resignation in the event of a conflict.

It was pointed out by S. Lee that CPFF became a public foundation in 2020 and can apply for government grants.

Strategic Plan Review

Plan Review

Highlights about S. Lee and R. Zapata were provided.

S. Lee urged the members of the Board to **ASK** themselves how CPFF can **GROW** by being a **STAR**.

Attitude, Skills and Knowledge

Goals, Realistic, Opportunities, Will/Way

Situation, Tactics, Analysis and Results

This process entails:

- Rethinking policies, procedures and protocols;
- Creating comprehensive plans with Board and staff to share with key stakeholders, funders, volunteers and donors.
 - Goal timelines
 - Communication tools
 - Expansion plans

Discussion and approval of draft Mission and Vision statement from May Board Retreat

It was noted that the FY 22-23 Strategic Plan was approved with drafts of these requiring resolution. It was pointed that the vision was already revamped in 2019, and that the Board had spent quite some time on it.

It was furthermore pointed out that the proposed vision looks more like a mission. A vision isn't an action, a mission is. The Board had voted online without significant input. The vision should be the state the Foundation aspires to achieve.

The work done in 2019 and recently (by Etal Marketing) will be further reviewed before further action on this topic.

It was mentioned that it is not up to Etal Marketing to come up with CPFF's vision. It was however rebutted that Etal did not create CPFF's vision, they merely help pull together the results of the votes done by the Directors.

The discussion was tabled. S. Lee to coordinate finalizing the Mission and Vision statements.

FY22-23 Strategic Plan Overview

The previously accepted strategic plan and budget for the current fiscal year was overviewed and discussed by the Board.

It was pointed out that, and discussed how, working with some key associations has proven challenging, if at all possible.

It was mentioned that about half of the strategic plan's \$1,393,302 budget has already been raised to avoid working in deficit as much as possible.

The Board was reminded to **ASK** themselves how CPFF can **GROW** by being a **STAR**.

Innovation Fund Discussion

CPFF Board Minutes of November 4-5, 2022

It was mentioned that CPFF have been asked by Boehringer Ingelheim Global division to request funding from the United States, Pacific and China divisions, as they are only willing to offer \$500,000 of the \$3,000,000 goal for the fund. The Canada division is also offering \$500,000.

S. Lee has requested to meet with the Boehringer Ingelheim family to personally ask for the Global division to match the \$1,000,000 that CPFF is willing to invest in this fund.

It was clarified that:

- The Innovation Fund's goal is to only spend the money from the interest earned to fund unplanned, innovative and exceptional projects that no one else would be willing to fund;
- It should nonetheless be flexible enough that an exception can be made in the event that funds are needed to keep the Foundation afloat in exceptional circumstances;
- This funding would be in addition to what Boehringer Ingelheim already contribute yearly; it would not be a final, book-closing, grant;
- The scope of the fund includes, but goes beyond, research.

General support was expressed for this type of matched funding, as there are few organizations for patient support and that dollars contemplated could assure that long term financial stability for CPFF.

It was furthermore mentioned that this funding could take away the stress of whether CPFF can afford fellowship funding every year, as it wouldn't need to come out of the operating fund.

Some Board members were not keen on calling this initiative the "Innovation" Fund.

The Board agrees that this fund would be doable, but would require some scoping and branding, and could definitely benefit from a top-up campaign.

The next course of action would be to define how the fund would be named and what it's spirit would be so CPFF's auditors and lawyers can be advised on CPFF's intentions.

V. Pringle was proposed as the lead this project on behalf of the Governance committee, to figure out the financial feasibility of this project and define how the fund proceeds should be spent with T. Georgieff and T. Hunter volunteering to support this project as part of the communications and fundraising committee.

It was pointed out that convincing Boehringer Ingelheim to fund this project would give CPFF more leverage with ongoing talks with Roche.

CPFF Financials

The Board briefly discussed the need to get 3 quotes for the fulfilment of all projects. It was argued that not all projects require 3 quotes, but the process needs to be clarified to define the cut-offs.

September 2022 Financials

V. Pringle provided an update on CPFF's financials.

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Revenue currently sits at \$115,000, while it was at \$49,000 at this time last year.

It currently looks like CPFF is running on a deficit, but it is just because of the timing of the expenses related to PF Awareness Month.

It was pointed out that CPFF needs to be able to forecast its annual fundraising targets, despite how challenging it is to do so due to the nature of the donor base (95.7% of donors in the previous 5 years have donated once or twice).

Banking: Re: Heather Davidson

It was pointed out that H. Davidson remains with signing authority despite the motion that was previously passed to remove it.

Several Board members agreed that, having an individual who is neither a director nor an employee accessing our bank exposes CPFF to tremendous liability, and that this needs to be resolved as soon as possible.

It was mentioned that H. Davidson is interested in coming back as Board member despite recently stepping down.

It was pointed out that, according to the by-laws, there's a limit to how many Directors can be on the Board, and that thinking should furthermore be rational and not emotional.

It was also noted that CPFF is currently using the Davidson's home as our corporate address. The Board agrees that CPFF's mailing address needs to be changed ASAP. Mail forwarding was proposed to ensure all CPFF-related mail ceases to arrive at the Davidson residence. S. Lee to develop a plan for this.

It was proposed that H. Davidson could be hired as a part-time employee and she could donate her wages if she wishes, just so there's a reciprocal relationship.

It was also proposed that she could become a volunteer for the Governance & Finance committee.

K. Morrison will contact H. Davidson to further discuss the topic, and will report back to the Board. S. Lee to draft a policy/procedure on banking including, but not limited to payroll, accounts payable and deposits and bring it forward to the Board for review as soon as possible.

Day 1 Adjournment

The meeting was adjourned at 5:42 pm PDT.

The meeting was scheduled to resume at 8:30 am PDT on the following day.

Governance & Finance Committee Report

Board of Director Makeup, Terms, Planned Departures & Succession Planning

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The Board was urged to think and prepare to take action about the succession planning for K. Morrison as Chair in 2024, and the other Directors who are scheduled to leave in 2023. Notably, the Board will have the difficult task of trying to replace G. Vidyasankar as a community respirologist Board member.

Additionally, the Board was urged to think about the human resources needs of CPFF, in terms of Directors, volunteers and staff in order to bridge the skill gaps in the organization and begin working towards a Board that takes on a more governing than working role.

It was pointed out that volunteer policy is needed for volunteers to sit at the committee level, since the current needs seem to outweigh the Board's output capacity.

Board Manual

It was clarified that the Board Manual project entails putting together a handbook that would be available on a portal for all current and future Directors.

The document would be editable so S. Lee and R. Zapata can update it as new relevant documents become available.

It was moved and seconded,

That Etal Marketing will be hired to create a digital repository handbook at a cost of \$5,932.50.

Carried.

December CPFF Virtual/Face-to-Face Open House

S. Lee provided a summary of what was done last year.

A virtual Community Open House took place where sponsors and other guests were invited. Once the sponsors left, attendees were asked:

- What do you know of CPFF?
- What do you think we did well?
- What are the gaps?

A report came out of this event stating what CPFF did well and what could be improved. It was shared with the Board and discussed at the May Board Retreat.

For this year, it is proposed that 2 separate events take place on the same day:

- Appreciation luncheon to thank sponsors, MAB doctors, departing directors and H. Davidson
- Meeting similar to last year at 1:30 pm EST

Ideally, 5 individuals from each province would take part in the event.

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Similar to last year, a report would come out of this event that ought to be reviewed and discussed in May. The results will help consolidate or shift CPFF's strategic plan.

Advocacy & Support Committee Report

Support Group Policy

It was clarified that the Support Group policy would provide a guideline for the expectation of both parties (CPFF and the support groups).

However, it was urged that the expectations must be reasonable as it would be unwise to have potential new support group leaders thinking that the endeavour is onerous and give up as a result.

Oxygen Advocacy

It was mentioned that the results from the 3 surveys (patients & caregivers, oxygen providers and respirologists) should be used to create some copy that would be sent to MLAs through NewMode.

G. Vidyasankar is writing up the whitepaper from the medical research papers, although, he stated that there was little research on the use of oxygen.

Some Board Directors felt a bit uncomfortable on how Etal Marketing sensationalized headlines from the Breathless for Change survey. It was agreed that the Communications & Fundraising committee, as well as the Board, should find a balance between the patient voice and the need to bring awareness.

The Board debated on whether the MAB should be asked for feedback on the Breathless for Change report, as it was not a medical report but a reflection of patient voices.

S. Lee and C. Fell to have conversation offline to address concerns.

Communications & Fundraising Committee Report

Social Media Management Plan

The Board was presented with a 1-year social media management plan that would allow CPFF to have an efficient and effective social media presence year-round.

It was clarified that the goal of the plan is not to aggressively fundraise year-round, but rather to maintain a connection with the community in non-campaign months while including very subtle, non-invasive asks.

To address some concerns, it was pointed out that the ideas are those of CPFF, and that the Foundation is the decision-maker. However, CPFF has asked Etal Marketing for help in fulfilling those ideas and furthermore open to their suggestions.

The Board overviewed the proposed plan, which included the following campaigns:

- Year of Positivity
- 30 Days of Gratitude
- Rare Disease Day

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- Oxygen Advocacy

Overall, the Board is pleased with the proposed campaigns.

For the Year of Positivity, the Board agrees that having a mascot would be great idea, but the name requires further thought.

It was pointed out that enough feedback needs to be requested from the community before executing these campaigns with the social media management plan.

During the discussion the need to finalize our draft Procurement Policy and Foundation KPI's was noted. S. Lee to finalize.

It was moved and seconded,

That Etal Marketing will be hired to execute a 1-year social media management plan for \$16,800 plus HST.

Carried.

Global Heroes

S. Lee has renegotiated the deal with Global Heroes to receive more value for the \$5,000 investment. The new deal includes the original digital media exposure for December 2022 and an additional digital and print exposure during February 2023 (Toronto Star, Globe & Mail).

This will assist the planned Rare Disease Day campaign.

MAB Report

It was pointed out that only 3 of the 7 ILD specialists on the MAB routinely participate. As such, CPFF must actively discuss and put in place succession planning for the MAB.

It was mentioned that MAB members ought to be thanked for their commitment and this ought to be taken as an opportunity to assess their interest in staying on, and on becoming a Director with G. Vidyasankar leaving.

It was pointed out that patient presence is crucial on the MAB, and Murray Walz inclusion is a great step forward. It was added that the MAB ought to be more inclusive of patient presence, and as such should be more welcoming.

It was mentioned that representation from the Prairies and Quebec would be welcomed and invaluable on the MAB. It was also proposed to include at least one fellow as part of the MAB.

C. Fell mentioned that a CPFF email would be crucial in helping her achieve her endeavours as MAB Chair. Furthermore, she added that scheduling must be set in place for 4 annual meetings to take place (1 each quarter).

The Board discussed the possibility of including Respiratory Therapists on the MAB.

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It was pointed out that Dr. Chris Ryerson, Dr. Alyson Wong, Dr. Daniel Marinescu and Dr. Alec Campbell ought to be thanked for their time and for their invaluable presentation. Furthermore, CPFF ought to consider Dr. Ryerson's request and make the videos in question.

Day 2 Adjournment

The meeting was adjourned at 11:41 am PDT.

Next CPFF Board meeting will be held on December 2, 2022.

Certified correct,

SIGNATURE TO BE INCLUDED

Kirk Morrison
CPFF Board Chair

Canadian Pulmonary Fibrosis Foundation
Balance Sheet
As of November 30, 2022

	As of Nov. 30, 2022	Total As of Nov. 30, 2021 (PY)	Change
Assets			
Current Assets			
Cash and Cash Equivalent			
1021 Restricted Cash	130,000.00	130,000.00	0.00
1060 Chequing Bank Account	1,325,719.70	1,492,447.42	-166,727.72
1061 TD Investor Acct	15,234.21	15,125.62	108.59
1062 BMO High Interest Savings	509,449.89	452,018.10	57,431.79
Total Cash and Cash Equivalent	\$ 1,980,403.80	\$ 2,089,591.14	-\$ 109,187.34
1022 Internally Restricted Cash	6,027.00	6,027.00	0.00
1310 Inventory of Items for Resale	1,749.67	1,749.67	0.00
1320 Prepaid Expenses	1,621.00	1,621.00	0.00
2318 PSB Rebate Receivable	26,900.89	12,834.37	14,066.52
Uncategorized Asset	-20.00	0.00	-20.00
Total Current Assets	\$ 2,016,682.36	\$ 2,111,823.18	-\$ 95,140.82
Non-current Assets			
Property, plant and equipment			
1820 Furniture and Equipment	2,313.20	2,313.20	0.00
1825 Accum Depr - Furn and Equip	-2,313.20	-2,313.20	0.00
Total Property, plant and equipment	\$ 0.00	\$ 0.00	\$ 0.00
Total Non Current Assets	\$ 0.00	\$ 0.00	\$ 0.00
Total Assets	\$ 2,016,682.36	\$ 2,111,823.18	-\$ 95,140.82
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2100 Accounts Payable	377.13	619.05	-241.92
Total Accounts Payable (A/P)	\$ 377.13	\$ 619.05	-\$ 241.92
Credit Card			
1070 TD Visa 3392	2,493.14	410.82	2,082.32
Total Credit Card	\$ 2,493.14	\$ 410.82	\$ 2,082.32
2000 Current Liabilities			0.00
2220 Vacation Payable	27,603.12	16,352.50	11,250.62
2315 GST/HST Paid on Purchases	-15,186.78	-1,751.83	-13,434.95
2600 Payroll Liabilities	0.00	1,626.77	-1,626.77
Total 2000 Current Liabilities	\$ 12,416.34	\$ 16,227.44	-\$ 3,811.10
2225 Deferred Revenue	8,427.44	0.00	8,427.44
Due to TD Bank	270.00	270.00	0.00
Total Current Liabilities	\$ 23,984.05	\$ 17,527.31	\$ 6,456.74
Total Liabilities	\$ 23,984.05	\$ 17,527.31	\$ 6,456.74

Equity				
3500 Retained Earnings	974,077.92	974,077.92		0.00
3561 Internatly Restricted Funds	6,027.00	6,027.00		0.00
Retained Earnings	1,222,497.68	561,032.24		661,465.44
Profit for the year	-209,904.29	553,158.71		-763,063.00
Total Equity	\$ 1,992,698.31	\$ 2,094,295.87	-\$	101,597.56
Total Liabilities and Equity	\$ 2,016,682.36	\$ 2,111,823.18	-\$	95,140.82

Thursday, Dec. 29, 2022 03:12:41 p.m. GMT-8 - Accrual Basis

CPFF Fiscal July 31, 2023
August 2022 YTD

July 2022 ACTUAL	2023 budget	4.00		100%		14%		16.00%		24%		23%		23%	
		YTD BUDGET	VARIANCE	2023 Actual	Admin	Advocay	Education Awareness	Patient Support	Research						
Foundation Grants	882,667	475,000	158,333	(21,383)	136,950	136,950									BI & Roche
Donation and fundraising	332,695	160,000	53,333	93,389	146,722	146,722									General corporate & individual donations BI & Roche Restricted for Fellowships
Regional Donations			-	-	-	-									
Interst income	18,566		-	75	75	75									
Miscellaneous Income	126		-	-	-	-									
Deferred Revenue			-	-	-	-									This amount was accounting entry by the auditors to defer the revenue
1,234,055	635,000	211,667	72,081	283,747	283,747	283,747									
1 Grants to charities	80,000	180,000	60,000	(60,000)	-	-									2 Robert Davidson Fellowships funded by BI & Roche restricted
	-	40,000	13,333	201,420	214,753.46	30,065	34,361	51,541	49,393	49,393					Optional 2 Research Grant funded by CPFF
2 Salaries & benefits	97,274	125,000	41,667	(3,820)	37,847	5,299	6,056	9,083	8,705	8,705					ED salary, bonus - CPP, EI, Vacation, Benefits
	64,650	53,000	17,667	5,813	23,480	3,287	3,757	5,635	5,400	5,400					Support staff salary, CPP, EI, benefits
3 Patient support	11,223	500	167	179	346	48	55	83	80	80					Patient Forums, National Summit, Webinars, Regional Committees, etc.
		5,000	1,667	(1,667)	-	-	-	-	-	-					September celebrations for full month
		25,000	8,333	(8,333)	-	-	-	-	-	-					Update patient guidbook, support 21 grps, webinars
		27,000	9,000	(9,000)	-	-	-	-	-	-					\$2K each for 21 support groups
		17,500	5,833	(5,833)	-	-	-	-	-	-					Additional reserves for new groups and giveaways
4 Communications/Support website costs	342	200,000	66,667	(66,667)	-	-	-	-	-	-					Web hosting, maintenance, ZOOM, MailChimp, etc.
5 Awareness and advocacy	42,639	10,000	3,333	(259)	3,074	430	492	738	707	707					\$30K each Alberta, Ont and Qubec Govt lobbying plus education pamphlets, webinars
		10,000	-	-	-	-	-	-	-	-					
		100,000	-	-	-	-	-	-	-	-					
		20,000	-	-	-	-	-	-	-	-					
6 Fundraising events costs		75,000	25,000	(24,958)	41.92	6	7	10	10	10					Give aways such as silicon bracelets, baseball caps, mugs, T-shirts
			-	-	-	-	-	-	-	-					Set up & volunteer costs for Sept Celebrations, Forever Lungs, Clarke Walk, CanadaHelps, PayPal, Benevity, etc.
			-	-	-	-	-	-	-	-					Advertising in Canadian Donors guide to target potential bequesths
7 Program education and consulting	184,398		-	178,916	178,916	25,048	28,627	42,940	41,151	41,151					To hire speciality people to update media, annual report, etc
			-	-	-	-	-	-	-	-					Media training for the board members and 21 support groups
			-	-	-	-	-	-	-	-					Additional reserves for other opportunities
480,528	888,000	252,667	205,791	458,458	64,184	73,353	110,030	105,445	105,445	105,445					
8 Professional fees	16,950	51,000	17,000	(10,431)	6,569	920	1,051	1,577	1,511	1,511					Bookkeeper, Audit, Membership Fees, Conferences
9 office and general	64,433	5,300	1,767	13,731	15,498	2,170	2,480	3,719	3,564	3,564					Warranties, Office supplies, Replacement Equipment
10 Travel and meeting costs	36	4,000	1,333	7,214	8,547	1,197	1,368	2,051	1,966	1,966					Board & Committee Meetings, EU-IPFF, PFF, CHEST, CTS, etc.
11 Telephone/Internet	7,225	6,700	2,233	2,668	4,902	686	784	1,176	1,127	1,127					ZOOM, Bell, Accutel
12 Insurance	3,813	4,000	1,333	(1,333)	-	-	-	-	-	-					Director's Liability, General Liability (events, patient groups, contract staff, etc.)
13 Interest and bank charges	1,462		-	(322)	322	45	52	77	74	74					
93,920	71,000	23,667	11,527	35,193	4,927	5,631	8,446	8,094	8,094	8,094					
659,607	-324,000	-64,667	(145,238)	-209,904	214,636	-78,984	-118,476	-113,540	-113,540	-113,540					

Notes:

Note 1

All expenses allocated under pillars have been proportioned in accordance with the percentage resources approved by organization

Note 2

Deferred Grant from BI of \$149,500 provided to be spent on Advocacy, Education and Research has not been taken in YTD income as of Feb/21

Canadian Pulmonary Fibrosis Foundation
Profit and Loss
November 2022

	Admin/Fun d-14%	Advocacy- 16%	Ed & Aware 24%	Patient & Care-23%	Research- 23%	TOTAL
INCOME						
4000 Revenue						0.00
4010 Contributions						0.00
4020 Receipted Donations	3,089.50					3,089.50
4300 Donations Through Paypal	1,865.00					1,865.00
4301 Donations Through Canada Helps	9,367.08					9,367.08
4302 Donations Through CAF Canada	76.00					76.00
4303 Donations Through CDN Online Giving	724.39					724.39
4304 Donations Through My Tribute Gift	100.00					100.00
4305 Donations Through United Way	77.22					77.22
Total 4010 Contributions	\$ 15,299.19	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,299.19
4190 Grants Received	44,600.00					44,600.00
4440 Interest Income	18.76					18.76
Total 4000 Revenue	\$ 59,917.95	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 59,917.95
Total Income	\$ 59,917.95	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 59,917.95
COST OF GOODS SOLD						
5000 Cost of Goods Sold						0.00
5320 Sponsorship Costs	280.00	320.00	480.00	460.00	460.00	2,000.00
Total 5000 Cost of Goods Sold	\$ 280.00	\$ 320.00	\$ 480.00	\$ 460.00	\$ 460.00	\$ 2,000.00
Total Cost of Goods Sold	\$ 280.00	\$ 320.00	\$ 480.00	\$ 460.00	\$ 460.00	\$ 2,000.00
GROSS PROFIT	\$ 59,637.95	-\$ 320.00	-\$ 480.00	-\$ 460.00	-\$ 460.00	\$ 57,917.95
EXPENSES						
02. Salaries & Benefits						0.00
5410 Wages & Salaries						0.00
5411 Executive Director Salary	1,467.38	1,677.00	2,515.51	2,410.69	2,410.69	10,481.27
5414 Project Coordinator	890.40	1,017.60	1,526.40	1,462.80	1,462.80	6,360.00
Total 5410 Wages & Salaries	\$ 2,357.78	\$ 2,694.60	\$ 4,041.91	\$ 3,873.49	\$ 3,873.49	\$ 16,841.27
5420 EI Expense	19.70	22.51	33.77	32.36	32.36	140.70

5430 CPP Expense	47.53	54.32	81.48	78.09	78.09	339.51
5460 Vacation Accrual	224.38	256.43	384.65	368.63	368.63	1,602.72
5461 Payroll Admin Expense	15.27	17.45	26.17	25.09	25.09	109.07
5470 Employee Benefits - Sharon	69.54	79.48	119.22	114.25	114.25	496.74
5471 Employee Benefits - Roberto	40.63	46.44	69.66	66.75	66.75	290.23
Total 02. Salaries & Benefits	\$ 2,774.83	\$ 3,171.23	\$ 4,756.86	\$ 4,558.66	\$ 4,558.66	\$ 19,820.24
03. Patient Support	24.24	27.70	41.55	39.82	39.82	173.13
05. Awareness & Advocacy						0.00
5327 Newsletter Expense	72.49	82.84	124.26	119.08	119.08	517.75
5530 Awareness & Advocacy	72.76	83.15	124.73	119.53	119.53	519.70
Total 05. Awareness & Advocacy	\$ 145.25	\$ 165.99	\$ 248.99	\$ 238.61	\$ 238.61	\$ 1,037.45
07. Program Education & Consulting						0.00
5511 Patient Education	3,542.85	4,048.97	6,073.45	5,820.39	5,820.39	25,306.05
Total 07. Program Education & Consulting	\$ 3,542.85	\$ 4,048.97	\$ 6,073.45	\$ 5,820.39	\$ 5,820.39	\$ 25,306.05
08. Professional Fees						0.00
5610 Accounting & Legal	217.99	249.13	373.70	358.13	358.13	1,557.08
5696 Bookkeeping	123.69	141.36	212.04	203.20	203.20	883.49
Total 08. Professional Fees	\$ 341.68	\$ 390.49	\$ 585.74	\$ 561.33	\$ 561.33	\$ 2,440.57
09. General & Administrative						0.00
5500 General Administrative Expenses	17.46	19.96	29.93	28.69	28.69	124.73
5520 Education	45.64	52.17	78.27	74.99	74.99	326.06
5700 Office Supplies	3.64	4.15	6.23	5.98	5.98	25.98
5770 Storage	44.09	50.39	75.57	72.43	72.43	314.91
5890 Credit Card fees	4.22	4.82	7.24	6.94	6.94	30.16
5891 Other Commissions	12.50	14.28	21.42	20.53	20.53	89.26
5895 Canada Helps fees	26.97	30.83	46.24	44.31	44.31	192.66
5896 PayPal fees	0.59	0.68	1.02	0.98	0.98	4.25
Total 09. General & Administrative	\$ 155.11	\$ 177.28	\$ 265.92	\$ 254.85	\$ 254.85	\$ 1,108.01
10. Travel & Meeting Costs	74.11	84.70	127.05	121.76	121.76	529.38
5784 Travel	389.62	445.28	667.93	640.10	640.10	2,783.03
Total 10. Travel & Meeting Costs	\$ 463.73	\$ 529.98	\$ 794.98	\$ 761.86	\$ 761.86	\$ 3,312.41
11. Telephone/Internet						0.00
5780 Telephone Expense	13.53	15.46	23.20	22.23	22.23	96.65
5781 Internet	3.80	4.34	6.51	6.24	6.24	27.13

Total 11. Telephone/Internet	\$ 17.33	\$ 19.80	\$ 29.71	\$ 28.47	\$ 28.47	\$ 123.78
13. Bank and Interest Charges						0.00
5690 Bank Service Charges	-59.12	-67.56	-101.34	-97.12	-97.12	-422.26
Total 13. Bank and Interest Charges	-\$ 59.12	-\$ 67.56	-\$ 101.34	-\$ 97.12	-\$ 97.12	-\$ 422.26
Total Expenses	\$ 7,405.90	\$ 8,463.88	\$ 12,695.86	\$ 12,166.87	\$ 12,166.87	\$ 52,899.38
PROFIT	\$ 52,232.05	-\$ 8,783.88	-\$ 13,175.86	-\$ 12,626.87	-\$ 12,626.87	\$ 5,018.57

Thursday, Dec. 29, 2022 03:14:54 p.m. GMT-8 - Accrual Basis

Canadian Pulmonary Fibrosis Foundation
Profit and Loss
August - November, 2022

	Admin/Fund- 14%	Advocacy- 16%	Ed & Aware 24%	Patient & Care- 23%	Research-23%	TOTAL
INCOME						
4000 Revenue						0.00
4010 Contributions						0.00
4020 Receipted Donations	22,348.33					22,348.33
4027 Rcptd Donations - September Awareness Walks	55,526.25					55,526.25
4030 Donations from Other Charities	1,890.00					1,890.00
4300 Donations Through Paypal	6,233.00					6,233.00
4301 Donations Through Canada Helps	52,377.27					52,377.27
4302 Donations Through CAF Canada	76.00					76.00
4303 Donations Through CDN Online Giving	2,715.01					2,715.01
4304 Donations Through My Tribute Gift	5,191.25					5,191.25
4305 Donations Through United Way	365.13					365.13
Total 4010 Contributions	\$ 146,722.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 146,722.24
4190 Grants Received	136,950.00					136,950.00
4440 Interest Income	74.98					74.98
Total 4000 Revenue	\$ 283,747.22	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 283,747.22
Total Income	\$ 283,747.22	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 283,747.22
COST OF GOODS SOLD						
5000 Cost of Goods Sold						0.00
5190 Grants Made	29,400.00	33,600.00	50,400.00	48,300.00	48,300.00	210,000.00
5252 Clarke Family run - Expenses	385.48	440.55	660.83	633.30	633.30	2,753.46
5320 Sponsorship Costs	280.00	320.00	480.00	460.00	460.00	2,000.00
Total 5000 Cost of Goods Sold	\$ 30,065.48	\$ 34,360.55	\$ 51,540.83	\$ 49,393.30	\$ 49,393.30	\$ 214,753.46
Total Cost of Goods Sold	\$ 30,065.48	\$ 34,360.55	\$ 51,540.83	\$ 49,393.30	\$ 49,393.30	\$ 214,753.46
GROSS PROFIT	\$ 253,681.74	-\$ 34,360.55	-\$ 51,540.83	-\$ 49,393.30	-\$ 49,393.30	\$ 68,993.76
EXPENSES						
02. Salaries & Benefits						0.00
5410 Wages & Salaries						0.00

5411 Executive Director Salary	4,402.16	5,031.00	7,546.51	7,232.08	7,232.08	31,443.83
5414 Project Coordinator	2,671.20	3,052.80	4,579.20	4,388.39	4,388.39	19,079.98
Total 5410 Wages & Salaries	\$ 7,073.36	\$ 8,083.80	\$ 12,125.71	\$ 11,620.47	\$ 11,620.47	\$ 50,523.81
5420 EI Expense	97.17	111.06	166.60	159.66	159.66	694.15
5430 CPP Expense	253.08	289.23	433.84	415.75	415.75	1,807.65
5460 Vacation Accrual	673.15	769.30	1,153.96	1,105.88	1,105.88	4,808.17
5461 Payroll Admin Expense	46.07	52.68	79.02	75.73	75.73	329.23
5470 Employee Benefits - Sharon	361.69	413.36	620.04	594.20	594.20	2,583.49
5471 Employee Benefits - Roberto	81.27	92.88	139.32	133.50	133.50	580.47
Total 02. Salaries & Benefits	\$ 8,585.79	\$ 9,812.31	\$ 14,718.49	\$ 14,105.19	\$ 14,105.19	\$ 61,326.97
03. Patient Support	48.47	55.36	83.04	79.58	79.58	346.03
05. Awareness & Advocacy						0.00
5327 Newsletter Expense	122.86	140.41	210.59	201.83	201.83	877.52
5530 Awareness & Advocacy	156.10	178.39	267.59	256.44	256.44	1,114.96
5615 Advertising and Promotion	151.39	173.02	259.52	248.72	248.72	1,081.37
Total 05. Awareness & Advocacy	\$ 430.35	\$ 491.82	\$ 737.70	\$ 706.99	\$ 706.99	\$ 3,073.85
06. Fundraising Events Costs	5.87	6.71	10.06	9.64	9.64	41.92
07. Program Education & Consulting						0.00
5511 Patient Education	24,929.66	28,491.03	42,736.55	40,955.86	40,955.86	178,068.96
5515 Consulting	118.57	135.51	203.26	194.79	194.79	846.92
Total 07. Program Education & Consulting	\$ 25,048.23	\$ 28,626.54	\$ 42,939.81	\$ 41,150.65	\$ 41,150.65	\$ 178,915.88
08. Professional Fees						0.00
5610 Accounting & Legal	217.99	249.13	373.70	358.13	358.13	1,557.08
5695 Professional Fees	83.67	95.62	143.43	137.46	137.46	597.64
5696 Bookkeeping	494.76	565.44	848.16	812.80	812.80	3,533.96
5705 Membership fees, dues, subscrip	123.25	140.84	211.26	202.46	202.46	880.27
Total 08. Professional Fees	\$ 919.67	\$ 1,051.03	\$ 1,576.55	\$ 1,510.85	\$ 1,510.85	\$ 6,568.95
09. General & Administrative						0.00
5500 General Administrative Expenses	1,020.63	1,166.44	1,749.63	1,676.76	1,676.76	7,290.22
5520 Education	45.64	52.17	78.27	74.99	74.99	326.06
5571 Website Hosting	31.65	36.20	54.29	52.03	52.03	226.20
5640 Courier & Postage	34.62	39.58	59.37	56.90	56.90	247.37
5686 Governance	751.31	858.64	1,287.96	1,234.30	1,234.30	5,366.51
5700 Office Supplies	66.33	75.81	113.73	108.99	108.99	473.85

5770 Storage	170.54	194.90	292.33	280.16	280.16	1,218.09
5890 Credit Card fees	17.48	19.98	29.98	28.73	28.73	124.90
5891 Other Commissions	5.24	5.98	8.98	8.61	8.61	37.42
5895 Canada Helps fees	26.97	30.83	46.24	44.31	44.31	192.66
5896 PayPal fees	-0.78	-0.88	-1.32	-1.26	-1.26	-5.50
Total 09. General & Administrative	\$ 2,169.63	\$ 2,479.65	\$ 3,719.46	\$ 3,564.52	\$ 3,564.52	\$ 15,497.78
10. Travel & Meeting Costs	248.81	100.73	151.09	144.79	144.79	790.21
5784 Travel	947.79	1,266.83	1,900.26	1,821.08	1,821.08	7,757.04
Total 10. Travel & Meeting Costs	\$ 1,196.60	\$ 1,367.56	\$ 2,051.35	\$ 1,965.87	\$ 1,965.87	\$ 8,547.25
11. Telephone/Internet						0.00
5780 Telephone Expense	128.11	146.41	219.63	210.48	210.48	915.11
5781 Internet	558.14	637.84	956.77	916.91	916.91	3,986.57
Total 11. Telephone/Internet	\$ 686.25	\$ 784.25	\$ 1,176.40	\$ 1,127.39	\$ 1,127.39	\$ 4,901.68
13. Bank and Interest Charges						0.00
5690 Bank Service Charges	-45.12	-51.56	-77.34	-74.12	-74.12	-322.26
Total 13. Bank and Interest Charges	-\$ 45.12	-\$ 51.56	-\$ 77.34	-\$ 74.12	-\$ 74.12	-\$ 322.26
Total Expenses	\$ 39,045.74	\$ 44,623.67	\$ 66,935.52	\$ 64,146.56	\$ 64,146.56	\$ 278,898.05
PROFIT	\$ 214,636.00	-\$ 78,984.22	-\$ 118,476.35	-\$ 113,539.86	-\$ 113,539.86	-\$ 209,904.29

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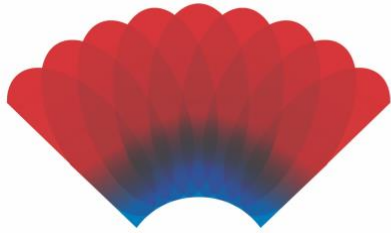
Canadian Pulmonary Fibrosis Foundation
Profit and Loss
August - November, 2022

	Total		
	Aug - Nov., 2022	Aug - Nov., 2021 (PY)	Change
INCOME			
4000 Revenue			0.00
4010 Contributions			0.00
4020 Receipted Donations	22,348.33	11,533.52	10,814.81
4026 Receipted Donations- Clark Run		3,300.00	-3,300.00
4027 Rcptd Donations - September Awareness Walks	55,526.25		55,526.25
4030 Donations from Other Charities	1,890.00	285.00	1,605.00
4300 Donations Through Paypal	6,233.00	12,062.80	-5,829.80
4301 Donations Through Canada Helps	52,377.27	81,248.25	-28,870.98
4302 Donations Through CAF Canada	76.00	210.00	-134.00
4303 Donations Through CDN Online Giving	2,715.01	2,188.43	526.58
4304 Donations Through My Tribute Gift	5,191.25	2,170.00	3,021.25
4305 Donations Through United Way	365.13	449.30	-84.17
Total 4010 Contributions	\$ 146,722.24	\$ 113,447.30	\$ 33,274.94
4190 Grants Received	136,950.00	530,667.00	-393,717.00
4440 Interest Income	74.98	10.12	64.86
Total 4000 Revenue	\$ 283,747.22	\$ 644,124.42	-\$ 360,377.20
Total Income	\$ 283,747.22	\$ 644,124.42	-\$ 360,377.20
COST OF GOODS SOLD			
5000 Cost of Goods Sold			0.00
5190 Grants Made	210,000.00	20,000.00	190,000.00
5252 Clarke Family run - Expenses	2,753.46		2,753.46
5320 Sponsorship Costs	2,000.00		2,000.00
Total 5000 Cost of Goods Sold	\$ 214,753.46	\$ 20,000.00	\$ 194,753.46
Total Cost of Goods Sold	\$ 214,753.46	\$ 20,000.00	\$ 194,753.46
GROSS PROFIT	\$ 68,993.76	\$ 624,124.42	-\$ 555,130.66
EXPENSES			

02. Salaries & Benefits				0.00
5410 Wages & Salaries				0.00
5411 Executive Director Salary	31,443.83	25,396.05		6,047.78
5414 Project Coordinator	19,079.98	17,612.87		1,467.11
Total 5410 Wages & Salaries	\$ 50,523.81	\$ 43,008.92	\$	7,514.89
5420 EI Expense	694.15	180.36		513.79
5430 CPP Expense	1,807.65	415.02		1,392.63
5460 Vacation Accrual	4,808.17	1,549.62		3,258.55
5461 Payroll Admin Expense	329.23	300.35		28.88
5470 Employee Benefits - Sharon	2,583.49	1,987.49		596.00
5471 Employee Benefits - Roberto	580.47			580.47
Total 02. Salaries & Benefits	\$ 61,326.97	\$ 47,441.76	\$	13,885.21
03. Patient Support	346.03	5,132.61		-4,786.58
5321 Support Group Expenses	0.00	1,000.48		-1,000.48
Total 03. Patient Support	\$ 346.03	\$ 6,133.09	-\$	5,787.06
05. Awareness & Advocacy				0.00
5327 Newsletter Expense	877.52	4,206.40		-3,328.88
5530 Awareness & Advocacy	1,114.96	751.54		363.42
5615 Advertising and Promotion	1,081.37			1,081.37
Total 05. Awareness & Advocacy	\$ 3,073.85	\$ 4,957.94	-\$	1,884.09
06. Fundraising Events Costs	41.92			41.92
07. Program Education & Consulting				0.00
5511 Patient Education	178,068.96	4,157.60		173,911.36
5515 Consulting	846.92			846.92
Total 07. Program Education & Consulting	\$ 178,915.88	\$ 4,157.60	\$	174,758.28
08. Professional Fees				0.00
5610 Accounting & Legal	1,557.08	-9,639.49		11,196.57
5695 Professional Fees	597.64	597.64		0.00
5696 Bookkeeping	3,533.96			3,533.96
5705 Membership fees, dues, subscrip	880.27	281.38		598.89
Total 08. Professional Fees	\$ 6,568.95	-\$ 8,760.47	\$	15,329.42
09. General & Administrative				0.00
5500 General Administrative Expenses	7,290.22	903.76		6,386.46
5520 Education	326.06			326.06

5525 Conferences	0.00	56.51	-56.51
5571 Website Hosting	226.20		226.20
5640 Courier & Postage	247.37	817.45	-570.08
5686 Governance	5,366.51	5,197.00	169.51
5700 Office Supplies	473.85	1,134.93	-661.08
5770 Storage	1,218.09	1,227.78	-9.69
5890 Credit Card fees	124.90	126.18	-1.28
5891 Other Commissions	37.42	184.93	-147.51
5895 Canada Helps fees	192.66	3,429.50	-3,236.84
5896 PayPal fees	-5.50	423.72	-429.22
Total 09. General & Administrative	\$ 15,497.78	\$ 13,501.76	\$ 1,996.02
10. Travel & Meeting Costs	790.21		790.21
5784 Travel	7,757.04	10.44	7,746.60
Total 10. Travel & Meeting Costs	\$ 8,547.25	\$ 10.44	\$ 8,536.81
11. Telephone/Internet			0.00
5780 Telephone Expense	915.11	450.97	464.14
5781 Internet	3,986.57	2,860.11	1,126.46
Total 11. Telephone/Internet	\$ 4,901.68	\$ 3,311.08	\$ 1,590.60
13. Bank and Interest Charges			0.00
5690 Bank Service Charges	-322.26	212.51	-534.77
Total 13. Bank and Interest Charges	-\$ 322.26	\$ 212.51	-\$ 534.77
Total Expenses	\$ 278,898.05	\$ 70,965.71	\$ 207,932.34
PROFIT	-\$ 209,904.29	\$ 553,158.71	-\$ 763,063.00

Thursday, Dec. 29, 2022 03:13:50 p.m. GMT-8 - Accrual Basis



Canadian Pulmonary Fibrosis Foundation

Board Minutes

Held via ZOOM

Monday December 19, 2022

Commencing at 2:00 pm EDT

Present: Kirk Morrison, Chair
Verity Pringle, Treasurer
Sharon Lee, Executive Director
Todd Georgieff, Communications & Fundraising Co-Chair
Tom Hunter, Communications & Fundraising Co-Chair
Mark Ashcroft, Advocacy & Support Co-Chair
Moyra Martin, Vice & Governance Chair
Ranjena Maloni
Nicole Hilliard
Derek Mastin

Guest(s): N/A

Regrets: Winston Fiander
Ranjena Maloni
Ray Protti
Dr. Holly Smith, Advocacy & Support Co-Chair
Dr. Gokul Vidyasankar

Minutes: Sharon Lee

Call to Order

The meeting was called to order by K. Morrison.

Introductions and Welcome

K. Morrison welcomed everyone.

Approval of the Board Agenda

It was moved and seconded,
That the Board agenda be approved as presented.

Carried.

Declarations of Conflict of Interest

There were no declarations of conflict.

CPFF Audited Statements

The audited statements were reviewed by V. Pringle, along with CPFF's auditor, Nadeem Jilani, Partner and Hong Ng from Schwartz Levitsky Feldman LLP.

CPFF Board Minutes of December 19, 2022

It was noted by K. Morrison that the Board had approved a budget with a deficit of \$304,00 for FY 21-22, see table below.

V. Pringle stated that thanks to S. Lee, CPFF instead saw a small net revenue of \$74,483 while still meeting the strategic goals of CPFF.

	Budgeted 21-22	Actual 21-22
Revenue	\$535,000	\$946,857
Charitable Expenses	\$768,000	\$787,368
Admin Expenses	\$071,000	\$085,006
Net Revenue	-\$304,000	\$74,483

V. Pringle informed the Board that there were 2 minor changes needed in the audited statements as noted by K. Morrison.

Note #1:

The Canadian Pulmonary Fibrosis Foundation of Ontario should be corrected to Canadian Pulmonary Fibrosis Foundation.

Note #7:

In the first chart, the \$ should be removed as the chart is showing percentage figures.

The auditors made note of these two minor changes for the presentation at the AGM on January 13, 2023.

It was moved and seconded,

That the Audited Financial Statements for the year ending July 31, 2022 be accepted as presented.

Carried

It was moved and seconded,

That Schwartz Levitsky Feldman LLP, Chartered Accountants be appointed as auditors for the 2022-2023 fiscal year.

Carried

Adjournment

The meeting was adjourned at 2:30 pm EDT.

Next CPFF Board meeting will be held on January 13, 2022.

Certified correct,

SIGNATURE TO BE INCLUDED

Kirk Morrison
CPFF Board Chair