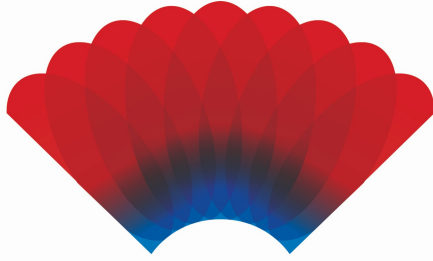


AGENDA

#	Agenda Item	Time Allocated	Planned End Time
	Procedural/Consent Items		
1	Call to Order: K. Morrison	3:00 pm	3:01 pm
2	Introductions and Welcome Remarks: K. Morrison	3:01 pm	3:02 pm
3	Approval of Board Agenda and Call for Other Business: K. Morrison	3:02 pm	3:03 pm
4	Declarations of Conflict of Interest: K. Morrison	3:03 pm	3:05 pm
	Discussion and Action Items		
5	Minutes of June 3, 2022 Board Meeting: K. Morrison <ul style="list-style-type: none"> • Motion to accept the minutes of June 3, 2022 	3:05 pm	3:07 pm
6	CPFF Reports <ul style="list-style-type: none"> • CPFF Financials (May 2022): V. Pringle & S. Lee • KPIs for organization (draft attached for information & discussion): S. Lee & K. Morrison <ol style="list-style-type: none"> 1. Motion to approve the KPIs • Executive Director Report: <ol style="list-style-type: none"> 1. Pharma – BI & Roche 2. 2022 HBH Program Outline <ul style="list-style-type: none"> • Presenters • Support Leaders/Caregiver • CPFF Committee Reports: <ol style="list-style-type: none"> 1. Governance & Finance: M. Martin & R. Protti <ul style="list-style-type: none"> • Board applicants: R. Protti <ul style="list-style-type: none"> • Selection Process • John Dinner: M. Martin <ul style="list-style-type: none"> • Motion to approve CPFF polices except for 12,15,16, &19: Volunteer, Support, Procurement, pending further review and revision • Communications & Fundraising Committee 	3:07 pm	4:55 pm

#	Agenda Item	Time Allocated	Planned End Time
	<ul style="list-style-type: none"> • Motion to approve the merging of the Communications and Fundraising committee with T. Georgieff and T. Hunter as co-chairs • Advocacy and Support Committee <ul style="list-style-type: none"> • Motion to appoint Dr. Smith as co-chair • December Virtual Open House <p>2. Advocacy & Support: M. Ashcroft & H. Smith</p> <ul style="list-style-type: none"> • OFEV • Oxygen <p>3. Communications: T. Georgieff</p> <ul style="list-style-type: none"> • Website Update • One Cause • Event Mobi app <p>4. Fundraising: T. Hunter</p> <p>5. Medical Advisory Board (MAB): C. Fell & G. Vidyasankar</p>		
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 August 5, 2022 Friday September 9, 2022 (Frist Friday is before Labour Day) Friday October 7, 2022 Friday November 4, 2022 Friday December 2, 2022 (Second Community Stakeholders Virtual Open House)</p>	4:55 pm	4:58 pm
9	<p>Adjournment</p>	5:00 pm	



Canadian Pulmonary Fibrosis Foundation

Board Minutes

Held via ZOOM

On Friday June 3, 2022

Commencing at 3:00 pm EST

Present: Kirk Morrison, Chair
Verity Pringle, Treasurer (left @ 4 pm)
Sharon Lee, Executive Director
Tom Hunter, Fundraising Chair
Mark Ashcroft, Advocacy & Support Chair
Todd Georgieff, Communications Chair
Ranjena Maloni (joined @ 3:07 pm)
Dr. Holly Smith
Dr. Gokul Vidyasankar (joined @ 4:08 pm)

Guest(s): Dr. Charlene Fell, MAB Chair (joined @ 3:18 pm, left @ 3:53 pm)

Regrets: Ray Protti
Moyra Martin, Vice & Governance Chair

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.

Minutes of April 1, 2022 Board Meeting

It was moved and seconded,
That the minutes of April 1, 2022 be approved.

CPFF Board Minutes of June 3, 2022

Carried.

CPFF Financials

V. Pringle reviewed the financials reports. She reported that was nothing out of the normal and that CPFF is currently sitting on a healthy surplus.

S. Lee mentioned that she is still waiting to hear back from Roche for funding.

CPFF Strategic Plan & Virtual Board Retreat

Board Retreat Report

S. Lee provided a short summary of the Board Retreat report. The Board had no follow up questions.

Strategic Plan Revision

It was agreed that the mission and vision statements still need to be reviewed on the Strategic Plan, as no consensus was found for them during the Board Retreat.

Motion to Approve the Strategic Plan

It was moved and seconded,

That Strategic Plan be approved with the caveat to revise its mission and vision statements.

Carried.

CPFF 3-Year Work Plan

It was agreed that the first year of the 3-Year Work Plan has been forecasted as accurately as possible, and that the assumptions used would also apply to the second and third years.

It was pointed out that the use of “Years 1, 2, 3” in the Work Plan becomes confusing, as the Work Plan is reviewed every year. It was agreed that the actual years (i.e., 2022/2023, 2023/2024, etc.) would be used moving forward.

It was clarified that each committee will have their expenses tracked in order to keep a tight control on spending.

Communications

T. Georgieff provided a summary of the 3-Year Work Plan for the Communications committee.

S. Lee added that the contracts with EventMobi and OneCause are in place and that she’s pressuring them to have quickest turnaround possible. Both the app and the platform are on track to roll out by August 1st at the latest.

It was pointed out that CPFF currently has a 3-year MSA with Etal Marketing which renews automatically unless either party gives notice.

CPFF Board Minutes of June 3, 2022

It was specified that while Etal Marketing is helping with the delivery of the 3-Year Work Plan, the Executive Director has oversight in ensuring their fulfillment.

Media Advisory Board (MAB)

C. Fell provided a summary of the 3-Year Work Plan for the Medical Advisory Board.

C. Fell emphasized the fact that she needs more help with the portfolio.

- She expressed the need for physicians on the MAB to be involved more regularly rather than twice a year.
- She proposed asking fellows to serve on the MAB, as well as asking them to be more involved with CPFF, including participating in the September Hope Breathes Here event, speaking to support groups, doing local advocacy and giving regular updates on their progress.
- She suggested that at least 1 or 2 MAB members should become more involved in committee work, ideally those that are involved in conversations with pharma.

C. Fell also emphasized that a patient voice is needed when making grant decisions; Board members who are patients need to be more involved in the process. She suggested that any and all questions concerning the MAB's grant review process should be directed to her.

C. Fell pointed out that there's a change on the Work Plan concerning the timing of the Robert Davidson Fellowships. The Board would need to make a decision in the Fall, rather than in January.

There was concern among the Board with this proposal since Fellowship decisions are currently done in January to match the timing of funds becoming available from pharma.

It was proposed and agreed that 2 Fellowships can be offered whether or not pharma funding for them is secured, as CPFF can afford to cover the gap for the time being. However, if funding for only 1 Fellowship is received, CPFF would then only offer 1 Fellowship over the course of the following year.

C. Fell pointed out that the MAB has agreed to prioritize Fellowships over Research Grants, and that the former should amount to no less than \$90,000 for each. In light of that, the MAB proposes that Research Grants could be sacrificed to fund a Fellowship if there's a shortfall in funding.

There was again some concern among the Board with this proposal, as it was argued that Research Grants serve an important purpose in the life cycle of future respirologists, by giving them a taste of PF involvement. It was urged from the Board to figure out a way to keep the Research Grant in the event of a shortfall in funding.

Advocacy & Support

M. Ashcroft provided a summary of the 3-Year Work Plan for the Advocacy & Support committee.

CPFF Board Minutes of June 3, 2022

To address the placeholder advocacy work for Years 2 and 3 of the Work Plan, it was mentioned that Roche and BI are set to complete the 3rd clinical trial of the new drug they're researching by 2023. However, it was pointed out that governments may not act on having the new drug covered before 2024/2025.

Fundraising

S. Lee provided a summary of the 3-Year Work Plan for the Fundraising committee.

S. Lee mentioned that she's presently looking for someone on contract to help with media across the country for events.

S. Lee also mentioned that the process is ongoing for replacing CanadaHelps with OneCause for peer-to-peer/DIY fundraisers.

Governance & Finance

S. Lee provided a summary of the 3-Year Work Plan for the Governance & Finance committee.

Motion to Approve the 3-Year Work Plan

It was moved and seconded,

That 3-Year Work Plan for all committees be approved as presented.

Carried.

3-Year Budget

S. Lee presented CPFF's 3-Year budget.

S. Lee pointed out that income may be reduced due to Roche's pifrenidone patent expiring last year, and BI's nintedanib patent expiring next year.

S. Lee also pointed out that if budget is spent as projected, CPFF would have \$650,000 in the bank at the end of 2025, down from \$2,200,000 right now. The former would be a similar amount to what CPFF had in the bank at the time S. Lee came on board in 2018.

It was pointed out that it was never the objective of CPFF founders, Robert and Heather Davidson, for the foundation to be depleted by Fellowships. The main intention of the foundation was to provide support and to advocate. If it ever gets to a point where CPFF needs to cut on activities due to a shortfall in funding, it was urged that Fellowships be considered as expendable before support and advocacy.

Given that more than half of CPFF's funding has come from pharma in the previous years, and the fact that it accounts for 75% for the present year, it was emphasized that CPFF must find a way not to be dependent on pharma funding.

It was pointed out that we presently have the funds and opportunity to build CPFF's fundraising capacity in order to become as self-sufficient as possible. CPFF needs to find ways to raise

CPFF Board Minutes of June 3, 2022

money cost-efficiently, and furthermore find untapped sources of funding, such as government funding.

S. Lee mentioned that she's currently working with Roche and BI to see how they can continue supporting CPFF financially. Medical funding could be received rather than the marketing funding CPFF had been receiving thanks to the sale of Ofev and Esbriet.

There was concern among the Board with the proposed level of spending, since it is a real possibility that CPFF's fundraising capacity may not be strong enough by 2025 to continue supporting the planned activities.

T. Hunter proposed for his committee to come up with 10 fundraising ideas for the Board to consider.

The Board agrees that the budget should be reviewed in a year's time and that a re-adjustment should take place if necessary.

Motion to Approve the 3-Year Budget

It was moved and seconded,

That 3-Year Budget be approved with a commitment to review it at the end of the first year.

Carried.

Committee Continuation Plan

The Board agrees that each committee ought to have a vice-chair.

It was furthermore agreed that having only 2 members in the Fundraising committee is not representative of the effort CPFF needs to be putting in its fundraising efforts.

It was proposed that more volunteers take part in committee work. However, it was argued that CPFF needs to be careful not to have too many volunteers on committees because there would be an unmitigated risk of the committees being run by them.

The Board agrees that there's currently too many committees for the number of Directors it presently has, and furthermore that the solution is not to max out the number of Directors (at 15). Instead, it was proposed that CPFF sticks with 10 to 12 Directors and that the number of committees is reduced, in part by collapsing the Communications and Fundraising committees into one.

It was requested that a better effort is done in doing polls for potential meetings dates, in order to find the most optimal time so the maximum amount of people can join the committee meetings.

KPIs for Organization

A document summarizing the KPIs for measuring organizational success that were identified during the Board Retreat was presented by the Executive Director.

CPFF Board Minutes of June 3, 2022

The Board should have a hard look at this document over the next month for a review to take place during the next meeting.

It was pointed out that the percentage of public funds raised should be included in the fundraising KPIs.

Other

The Board had a brief discussion about having a plaque made for H. Davidson to commemorate the work she has done for CPFF.

Adjournment

The meeting was adjourned at 5:02 pm EST.

Next CPFF Board meeting will be held on July 8, 2022.

Certified correct,

A handwritten signature in blue ink, appearing to be 'K. Morrison', with a long horizontal stroke extending to the right.

Kirk Morrison
CPFF Board Chair

Canadian Pulmonary Fibrosis Foundation
Balance Sheet
As of May 31, 2022

	As of May 31, 2022	Total As of May 31, 2021 (PY)	Change
Assets			
Current Assets			
Cash and Cash Equivalent			
1021 Restricted Cash	130,000.00	149,500.00	-19,500.00
1060 Chequing Bank Account	1,566,538.78	1,260,143.63	306,395.15
1061 TD Investor Acct	15,144.07	15,110.45	33.62
1062 BMO High Interest Savings	493,635.10	411,771.18	81,863.92
Total Cash and Cash Equivalent	\$ 2,205,317.95	\$ 1,836,525.26	\$ 368,792.69
1022 Internally Restricted Cash	6,027.00		6,027.00
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
2316 HST/GST Rebate HST Fed 5% - 50%	0.00	2,822.78	-2,822.78
HST/GST Rebate HST Fed 5% - 50%	0.00	-25.37	25.37
Total 2316 HST/GST Rebate HST Fed 5% - 50%	\$ 0.00	\$ 2,797.41	-\$ 2,797.41
2317 HST/GST Rebate HST ON 8% - 82%	0.00	11,380.51	-11,380.51
2318 PSB Rebate Receivable	18,473.45		18,473.45
Total Current Assets	\$ 2,233,189.07	\$ 1,854,073.85	\$ 379,115.22
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	\$ 2,233,189.07	\$ 1,854,073.85	\$ 379,115.22
Liabilities and Equity			
Liabilities			
Current Liabilities			

Accounts Payable (A/P)				
2100 Accounts Payable	619.05	14,082.41		-13,463.36
Total Accounts Payable (A/P)	\$ 619.05	\$ 14,082.41	-\$	13,463.36
Credit Card				
1070 TD Visa 3392	1,333.92	1,942.29		-608.37
Total Credit Card	\$ 1,333.92	\$ 1,942.29	-\$	608.37
2000 Current Liabilities				
2110 Accrued Liabilities	0.00	14,035.00		-14,035.00
2220 Vacation Payable	21,270.53	12,966.82		8,303.71
2315 GST/HST Paid on Purchases	-3,430.80	-11,762.20		8,331.40
2600 Payroll Liabilities	1,626.77			1,626.77
Total 2000 Current Liabilities	\$ 19,466.50	\$ 15,239.62	\$	4,226.88
Due to TD Bank	270.00			270.00
Total Current Liabilities	\$ 21,689.47	\$ 31,264.32	-\$	9,574.85
Total Liabilities	\$ 21,689.47	\$ 31,264.32	-\$	9,574.85
Equity				
3500 Retained Earnings	974,077.92	974,077.92		0.00
3561 Internatly Restricted Funds	6,027.00	40,000.00		-33,973.00
Retained Earnings	561,032.24	232,266.29		328,765.95
Profit for the year	670,362.44	576,465.32		93,897.12
Total Equity	\$ 2,211,499.60	\$ 1,822,809.53	\$	388,690.07
Total Liabilities and Equity	\$ 2,233,189.07	\$ 1,854,073.85	\$	379,115.22

Sunday, Jun. 19, 2022 05:49:29 p.m. GMT-7 - Accrual Basis

CPFF Fiscal July 31, 2022
August - May 2022 YTD

July 2021 ACTUAL	2022 budget	10.00%		100%		14%		16.00%		24%		23%		23%		
		YTD BUDGET	VARIANCE	2022 Actual	Admin	Advocacy	Education Awareness	Patient Support	Research							
Foundation Grants	537,501	475,000	395,833	396,834	792,667	792,667										BI (150,000) & Roche (45,000)
Donation and fundraising	365,318	160,000	133,333	134,984	268,317	268,317										General corporate & individual donations BI & Roche restricted
Regional Donations			-	-	-	-										
Interest income	32		-	18,551	18,551	18,551										
Miscellaneous Income	2,158		-	-	-	-										
Deferred Revenue			-	-	-	-										
	905,009	635,000	529,167	550,369	1,079,535	1,079,535										
1 Grants to charities	180,000	180,000	150,000	(150,000)	-	-	-	-	-	-	-	-	-	-	-	2 Robert Davidson Fellowships funded by BI & Roche restricted
	20,000	40,000	33,333	(13,333)	20,000.00	2,800	3,200	4,800	4,600	4,600						Optional 2 Research Grant funded by CPFF
2 Salaries & benefits	100,671	125,000	104,167	(24,419)	79,748	11,165	12,760	19,139	18,342	18,342						ED salary, bonus - CPP, EI, Vacation, Benefits
		53,000	44,167	7,665	51,831.32	7,256	8,293	12,440	11,921	11,921						Support staff salary, CPP, EI, benefits
3 Patient support	46,669	500	417	5,716	6,133	859	981	1,472	1,411	1,411						
		5,000	4,167	(4,167)	-	-	-	-	-	-						
		25,000	20,833	(20,833)	-	-	-	-	-	-						
		27,000	22,500	(22,500)	-	-	-	-	-	-						
		17,500	14,583	(14,583)	-	-	-	-	-	-						
4 Communications/Support website costs	5,597	200,000	166,667	(166,667)	-	-	-	-	-	-						
5 Awareness and advocacy	16,038	10,000	8,333	33,046	41,380	5,793	6,621	9,931	9,517	9,517						
		10,000	-	-	-	-	-	-	-	-						
		100,000	-	-	-	-	-	-	-	-						
		20,000	-	-	-	-	-	-	-	-						
6 Fundraising events costs		75,000	62,500	(62,500)	-	-	-	-	-	-						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 bequestes
7 Program education and consulting	44,100		-	132,183	132,183	18,506	21,149	31,724	30,402	30,402						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
	413,075	888,000	631,667	(300,392)	331,275	46,378	53,004	79,506	76,193	76,193						
8 Professional fees	44,165	51,000	42,500	(27,755)	14,745	2,064	2,359	3,539	3,391	3,391						Bookkeeper, Audit, Membership Fees, Conferences
9 office and general	18,901	5,300	4,417	47,786	52,203	7,308	8,352	12,529	12,007	12,007						Warranties, Office supplies, Replacement Equipment
10 Travel and meeting costs	3,047	4,000	3,333	(3,298)	36	5	6	9	8	8						Board & Committee Meetings, EU-IPFF, PFF, CHEST, CTS, etc.
11 Telephone/Internet	7,412	6,700	5,583	855	6,438	901	1,030	1,545	1,481	1,481						ZOOM, Bell, Accutel
12 Insurance	3,631	4,000	3,333	480	3,813.48	534	610	915	877	877						Director's Liability, General Liability (events, patient groups, contract staff, etc.)
13 Interest and bank charges	1,242		-	663	663	93	106	159	152	152						
	78,398	71,000	59,167	18,731	77,898	10,906	12,464	18,695	17,917	17,917						
	413,536	-324,000	-161,667	832,029	670,362	1,022,251	-65,468	-98,201	-94,110	-94,110						

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
August 2021 - May 2022

	Admin/Fund- 14%	Advocacy- 16%	Ed & Aware 24%	Patient & Care- 23%	Research-23%	TOTAL
INCOME						
4000 Revenue						0.00
4010 Contributions	2,161.31					2,161.31
4020 Receipted Donations	45,473.42					45,473.42
4026 Receipted Donations- Clark Run	3,300.00					3,300.00
4030 Donations from Other Charities	95,061.90					95,061.90
4035 Rcptd Donations - Donated Prop	23,444.40					23,444.40
4040 Unreceipted Donations	15.84					15.84
4195 Bequests Received	500.00					500.00
4300 Donations Through Paypal	12,062.80					12,062.80
4301 Donations Through Canada Helps	81,248.25					81,248.25
4302 Donations Through CAF Canada	210.00					210.00
4303 Donations Through CDN Online Giving	2,188.43					2,188.43
4304 Donations Through My Tribute Gift	2,170.00					2,170.00
4305 Donations Through United Way	449.30					449.30
Total 4010 Contributions	\$ 268,285.65	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 268,285.65
4010-2 Fundraising						0.00
4107 Merchandise Sales	31.40					31.40
Total 4010-2 Fundraising	\$ 31.40	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 31.40
4190 Grants Received	792,667.00					792,667.00
4440 Interest Income	18,551.17					18,551.17
Total 4000 Revenue	\$ 1,079,535.22	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,079,535.22
Total Income	\$ 1,079,535.22	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,079,535.22
COST OF GOODS SOLD						
5000 Cost of Goods Sold						0.00
5190 Grants Made	2,800.00	3,200.00	4,800.00	4,600.00	4,600.00	20,000.00
5335 Website Development	0.00					0.00

5500 General Administrative Expenses	1,883.93	2,484.74	3,727.15	3,571.80	3,571.81	15,239.43
5525 Conferences	16.02	18.31	27.47	26.33	26.33	114.46
5571 Website Hosting	18.30	20.91	31.36	30.06	30.06	130.69
5640 Courier & Postage	191.68	156.02	278.81	267.18	267.18	1,160.87
5686 Governance	3,246.81	3,710.64	5,565.96	5,334.05	5,334.05	23,191.51
5700 Office Supplies	328.81	375.76	563.66	540.16	540.16	2,348.55
5770 Storage	422.57	482.88	724.35	694.19	694.19	3,018.18
5890 Credit Card fees	47.10	53.84	80.74	77.37	77.37	336.42
5891 Other Commissions	151.07	172.63	258.55	248.16	248.15	1,078.56
5895 Canada Helps fees	695.28	794.61	1,191.90	1,142.22	1,142.26	4,966.27
5896 PayPal fees	86.54	98.79	148.34	142.18	142.20	618.05
Total 09. General & Administrative	\$ 7,088.11	\$ 8,369.13	\$ 12,598.29	\$ 12,073.70	\$ 12,073.76	\$ 52,202.99
10. Travel & Meeting Costs						0.00
5784 Travel	5.07	5.69	8.52	8.17	8.17	35.62
Total 10. Travel & Meeting Costs	\$ 5.07	\$ 5.69	\$ 8.52	\$ 8.17	\$ 8.17	\$ 35.62
11. Telephone/Internet						0.00
5780 Telephone Expense	168.46	192.50	288.78	276.73	276.75	1,203.22
5781 Internet	732.92	837.62	1,256.44	1,204.10	1,204.07	5,235.15
Total 11. Telephone/Internet	\$ 901.38	\$ 1,030.12	\$ 1,545.22	\$ 1,480.83	\$ 1,480.82	\$ 6,438.37
13. Bank and Interest Charges						0.00
5690 Bank Service Charges	92.75	106.00	159.00	152.38	152.38	662.51
Total 13. Bank and Interest Charges	\$ 92.75	\$ 106.00	\$ 159.00	\$ 152.38	\$ 152.38	\$ 662.51
13. Insurance						0.00
5685 Insurance	533.88	610.16	915.24	877.10	877.10	3,813.48
Total 13. Insurance	\$ 533.88	\$ 610.16	\$ 915.24	\$ 877.10	\$ 877.10	\$ 3,813.48
Total Expenses	\$ 20,957.97	\$ 68,481.00	\$ 102,765.57	\$ 98,484.11	\$ 98,484.13	\$ 389,172.78
PROFIT	\$ 1,055,777.25	-\$ 71,681.00	-\$ 107,565.57	-\$ 103,084.11	-\$ 103,084.13	\$ 670,362.44

Canadian Pulmonary Fibrosis Foundation
Profit and Loss YTD Comparison
August 2021 - May 2022

	Aug. 2021 - May 2022	Total Aug. 2020 - May 2021 (PY)	Change
INCOME			
4000 Revenue			0.00
4010 Contributions	2,161.31		2,161.31
4020 Receipted Donations	45,473.42	58,876.92	-13,403.50
4026 Receipted Donations- Clark Run	3,300.00		3,300.00
4030 Donations from Other Charities	95,061.90	142,454.51	-47,392.61
4035 Rcptd Donations - Donated Prop	23,444.40		23,444.40
4038 From Other Charities - Clarke W		18,050.00	-18,050.00
4040 Unreceipted Donations	15.84	230.00	-214.16
4195 Bequests Received	500.00	115,719.70	-115,219.70
4300 Donations Through Paypal	12,062.80		12,062.80
4301 Donations Through Canada Helps	81,248.25		81,248.25
4302 Donations Through CAF Canada	210.00		210.00
4303 Donations Through CDN Online Giving	2,188.43		2,188.43
4304 Donations Through My Tribute Gift	2,170.00		2,170.00
4305 Donations Through United Way	449.30		449.30
Total 4010 Contributions	\$ 268,285.65	\$ 335,331.13	-\$ 67,045.48
4010-2 Fundraising			0.00
4107 Merchandise Sales	31.40		31.40
Total 4010-2 Fundraising	\$ 31.40	\$ 0.00	\$ 31.40
4190 Grants Received	792,667.00	497,501.23	295,165.77
4440 Interest Income	18,551.17	26.71	18,524.46
4460 Misc. Income		2,157.99	-2,157.99
Total 4000 Revenue	\$ 1,079,535.22	\$ 835,017.06	\$ 244,518.16
Total Income	\$ 1,079,535.22	\$ 835,017.06	\$ 244,518.16
COST OF GOODS SOLD			
5000 Cost of Goods Sold			0.00

5190 Grants Made	20,000.00			20,000.00
5335 Website Development	0.00	4,323.91		-4,323.91
Total 5000 Cost of Goods Sold	\$ 20,000.00	\$ 4,323.91	\$	15,676.09
Total Cost of Goods Sold	\$ 20,000.00	\$ 4,323.91	\$	15,676.09
GROSS PROFIT	\$ 1,059,535.22	\$ 830,693.15	\$	228,842.07
EXPENSES				
01. Grants to Charities		20,000.00		-20,000.00
02. Salaries & Benefits				0.00
5410 Wages & Salaries		64,264.61		-64,264.61
5411 Executive Director Salary	68,244.28			68,244.28
5414 Project Coordinator	44,112.85			44,112.85
Total 5410 Wages & Salaries	\$ 112,357.13	\$ 64,264.61	\$	48,092.52
5420 EI Expense	1,474.32	257.78		1,216.54
5430 CPP Expense	3,613.53	2,818.98		794.55
5460 Vacation Accrual	6,467.64	5,141.21		1,326.43
5461 Payroll Admin Expense	952.08	836.51		115.57
5470 Employee Benefits	5,249.64	4,968.83		280.81
5471 Employee Benefits - Roberto	1,464.68			1,464.68
Total 02. Salaries & Benefits	\$ 131,579.02	\$ 78,287.92	\$	53,291.10
03. Patient Support	5,132.61	38,338.51		-33,205.90
5321 Support Group Expenses	1,000.48			1,000.48
Total 03. Patient Support	\$ 6,133.09	\$ 38,338.51	-\$	32,205.42
05. Awareness & Advocacy				0.00
5327 Newsletter Expense	5,463.72	8,265.81		-2,802.09
5530 Awareness & Advocacy	35,267.08	981.56		34,285.52
5615 Advertising and Promotion	648.85	5,573.40		-4,924.55
Total 05. Awareness & Advocacy	\$ 41,379.65	\$ 14,820.77	\$	26,558.88
07. Program Education & Consulting				0.00
5511 Patient Education	132,080.27	41,205.11		90,875.16
5515 Consulting	102.92	2,895.50		-2,792.58
Total 07. Program Education & Consulting	\$ 132,183.19	\$ 44,100.61	\$	88,082.58
08. Professional Fees				0.00
5610 Accounting & Legal	10,192.68	15,279.18		-5,086.50
5695 Professional Fees	3,387.31	6,122.59		-2,735.28

5696 Bookkeeping	883.49	5,513.76	-4,630.27
5705 Membership fees, dues, subscrip	281.38	721.91	-440.53
Total 08. Professional Fees	\$ 14,744.86	\$ 27,637.44	-\$ 12,892.58
09. General & Administrative		480.92	-480.92
5500 General Administrative Expenses	15,239.43	1,270.42	13,969.01
5525 Conferences	114.46	1,302.25	-1,187.79
5571 Website Hosting	130.69		130.69
5640 Courier & Postage	1,160.87	418.28	742.59
5686 Governance	23,191.51	2,000.00	21,191.51
5700 Office Supplies	2,348.55	5,140.01	-2,791.46
5770 Storage	3,018.18	2,735.29	282.89
5890 Credit Card fees	336.42	339.24	-2.82
5891 Other Commissions	1,078.56	317.69	760.87
5895 Canada Helps fees	4,966.27	2,777.53	2,188.74
5896 PayPal fees	618.05	425.83	192.22
6000 Z - GST Non Refundable Expense		2.16	-2.16
6001 Z - On PST Non Refundable Expense		1.24	-1.24
Total 09. General & Administrative	\$ 52,202.99	\$ 17,210.86	\$ 34,992.13
10. Travel & Meeting Costs			0.00
5195 Directors Meeting Expenses		2,647.35	-2,647.35
5784 Travel	35.62	400.06	-364.44
Total 10. Travel & Meeting Costs	\$ 35.62	\$ 3,047.41	-\$ 3,011.79
11. Telephone/Internet			0.00
5780 Telephone Expense	1,203.22	1,706.00	-502.78
5781 Internet	5,235.15	5,369.07	-133.92
Total 11. Telephone/Internet	\$ 6,438.37	\$ 7,075.07	-\$ 636.70
13. Bank and Interest Charges			0.00
5690 Bank Service Charges	662.51	711.23	-48.72
5691 Exchange Difference		401.91	-401.91
Total 13. Bank and Interest Charges	\$ 662.51	\$ 1,113.14	-\$ 450.63
13. Insurance			0.00
5685 Insurance	3,813.48	2,451.61	1,361.87
Total 13. Insurance	\$ 3,813.48	\$ 2,451.61	\$ 1,361.87
3. Patient Support DO NOT USE		144.49	-144.49

Total Expenses	\$	389,172.78	\$	254,227.83	\$	134,944.95
PROFIT	\$	670,362.44	\$	576,465.32	\$	93,897.12

Friday, Jun. 17, 2022 11:17:24 p.m. GMT-7 - Accrual Basis



Sharon Lee <sharon@cpff.ca>

Suggestion for the Canadian Pulmonary Foundation

1 message

Cizmar, Marianne <Marianne.Cizmar@nbpcd.com>
To: Sharon Lee <sharon@cpff.ca>

Wed, Jun 22, 2022 at 10:50 AM

Hi Sharon ,

Here is something to provide to your Board for the July 8th meeting. I am showing you 3 GIC options to discuss.

Currently the account holds 508,995 units of BMO Cdn High Interest Savings Account. This is earning 1.25% annually. The interest is earned monthly and reinvested in more units.

It can be cashed at any time and the money is available next day.

1. GIC OPTION : move some money into a GIC.

I have attached the list of GIC providers we offer today.

2. Some of our GIC clients will buy a GIC ladder.

Since longer term GICs have the higher rate you can reinvest the maturing GIC into the higher rate every time.

For example :

Buy a 1 year GIC earning 3.87% matures June 2022.

Buy a 2 year GIC earning 4.31% matures June 2023

Buy a 3 year GIC earning 4.35% matures June 2024

Next year when the June 2022 GIC matures you would roll that into the current 3 year GIC keeping the ladder intact and ensuring that every year there is a GIC that matures.

3. Cashable GIC rates are 1.50% cashable after 30 days.

If you have any questions or wish to look at other fixed income investments like short government bonds, let me know .

Have a good and productive board meeting,

Marianne

Marianne Cizmar, CIM | Associate Investment Advisor

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marianne.cizmar@nbpcd.com

www.goldhargroup.com

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Produit	Terme	Taux	Montant
Produit 1	1 an	1.00%	10000
Produit 2	2 ans	1.50%	10000
Produit 3	3 ans	2.00%	10000
Produit 4	4 ans	2.50%	10000
Produit 5	5 ans	3.00%	10000
Produit 6	1 an	1.00%	20000
Produit 7	2 ans	1.50%	20000
Produit 8	3 ans	2.00%	20000
Produit 9	4 ans	2.50%	20000
Produit 10	5 ans	3.00%	20000
Produit 11	1 an	1.00%	30000
Produit 12	2 ans	1.50%	30000
Produit 13	3 ans	2.00%	30000
Produit 14	4 ans	2.50%	30000
Produit 15	5 ans	3.00%	30000
Produit 16	1 an	1.00%	40000
Produit 17	2 ans	1.50%	40000
Produit 18	3 ans	2.00%	40000
Produit 19	4 ans	2.50%	40000
Produit 20	5 ans	3.00%	40000
Produit 21	1 an	1.00%	50000
Produit 22	2 ans	1.50%	50000
Produit 23	3 ans	2.00%	50000
Produit 24	4 ans	2.50%	50000
Produit 25	5 ans	3.00%	50000

GIC rates for June 22 , 2022.PNG
71K

Fixed Term GICs (Annual Rate) *	1 Year	2 Years	3 Years	4 Years	5 Years
BANK OF MONTREAL	3.870%	4.310%	4.350%	4.470%	4.570%
BANK OF MONTREAL MORTGAGE CORP	3.870%	4.310%	4.350%	4.470%	4.570%
BMO TRUST CO.	3.870%	4.310%	4.350%	4.470%	4.570%
ROYAL BANK OF CDA	3.650%	4.150%	4.250%	4.350%	4.450%
MONTREAL TST CDA	3.650%	4.150%	4.250%	4.350%	4.550%
NATIONAL BANK	3.650%	4.150%	4.250%	4.350%	4.450%
CDN WESTERN BK	3.870%	4.350%	4.420%	4.470%	4.570%
HSBC BANK	3.700%	4.200%	4.350%	4.400%	4.500%
VANCITY	3.700%	2.700%	1.350%	1.400%	2.000%
MANULIFE BANK	3.500%	4.250%	4.350%	4.460%	4.560%
SUN LIFE FINANCIAL	2.150%	2.550%	2.500%	3.000%	3.150%
PRESIDENT'S CHOICE BK	Max: 100K per account 3.850%	4.150%	4.200%	4.250%	4.600%
PEOPLES TRUST	Max: 100K per account 3.500%	4.090%	4.160%	4.170%	4.190%
CANADIAN TIRE BK	Max: 100K per account 0.250%	0.500%	0.600%	0.700%	4.480%
EQUITABLE BANK	Max: 100K per account 3.810%	4.320%	4.430%	4.450%	4.560%
HOME TRUST CO.	Max: 100K per account 3.830%	4.310%	4.390%	4.450%	4.550%
LAURENTIAN BANK	Max: 100K per account 3.780%	4.300%	4.380%	4.450%	4.550%
HOMEQUITY BANK	Max: 100K per account 3.630%	4.300%	4.390%	4.440%	4.530%
CONCENTRA BANK	Max: 100K per account 3.900%	4.380%	4.410%	4.460%	4.560%
HAVENTREE BANK	Max: 100K per account 3.840%	4.320%	3.780%	3.810%	3.840%
DUO BANK	Max: 100K per account 3.760%	4.310%	4.390%	4.450%	4.550%
ICICI BANK	Max: 100K per account 3.700%	4.150%	4.380%	4.150%	4.230%
SBI CANADA BANK	Max: 100K per account 3.420%	3.420%	3.500%	3.600%	3.800%
SHINHAN BANK CANADA	Max: 100K per account 3.850%	0.000%	0.000%	0.000%	0.000%
EFFORT TRUST	Max: 100K per account 3.770%	4.150%	4.200%	4.250%	4.300%
RFA BANK	Max: 100K per account 3.830%	4.330%	4.410%	4.450%	4.450%

CPFF Organizational KPIs for 2022-2023

Key performance indicators (KPI) were identified during the Board Retreat in measuring organizational success.

Communications

- Number of people are visiting CPFF website
- Number of people using the CPFF app
- Number of people signing up for webinars
- Number of people participating in CPFF's call to action
 - Share stories
 - Volunteer at event, organizing proclamations, lighting up of buildings

Advocacy & Support

- Increase number of support groups
- Group leader training and support
 - Materials – what is needed
- Community participation in CPFF events
 - Advocacy (i.e.: drug formulary, oxygen)
 - Surveys (CPFF will use responses to revise their strategic planning)
- GR relations
 - Community to participate in the engage of bureaucrats and Health Ministers

Fundraising

- Donor recognition
- Donor Bill of Rights
- DIY fundraisers and number of events hosted
- Targeted fundraisers (i.e.: February: rare disease month, September: PF month, November: lung month, December: Holiday Season)

Governance & Finance

- Continue work with John Dinner on CPFF policies and have them completed by December 31, 2022
- Recruitment of Board Directors – 2 by the end of December 31, 2022
- Recruitment of Committee Volunteers – 2 by the end of December 31, 2022
- HR Consultant to complete Board evaluation and ED appraisal by Spring of 2023
- Satisfaction ratings by Board, ED and employees. Use results as baseline data from the last 2 years and set future goals

Medical Advisory Board (MAB), Research, Fellowship

- MAB quarterly meeting
 - Invite Fellows and Grant recipients to participate
- Acknowledgement by Fellows and Grant recipients in publications resulting from work funded by CPFF (abstracts, posters, publications, talks)
- September PF awareness month participation
 - Presentation of webinars by MAB members
 - Presentation of webinars by Fellows and Grant recipients

CPFF BOARD MANUAL 2022

1. Organizational Profile
 - History
 - Vision, Mission, Values Statements
 - Strategic Plan
 - Status Reports - Three-year Business Plan
 - Board Activity Calendar
 - Annual Report
2. Foundational and Legal Documents
 - Organizational By-Laws
 - Articles of Incorporation
3. Governance and Board Policies
4. Board Operations
 - Board Organizations Chart
 - Board member Contact List
 - Board members Job Descriptions
 - Roles and Responsibilities of the Board
5. Board Committees
 - Board Committee Mandates
 - Board Committee Agendas and Minutes
 - Medical Advisory Board
6. Financial
 - Financial Management
 - Financial Records. - Current Budget, Audit Report
 - Fundraising
7. Volunteer Organizational Chart and Guidelines
8. Minutes of Board Meetings
9. Personnel and Policies
 - Staff Organization and Data
 - Organization Chart
 - Staff Contact List
 - Staff Job Descriptions
 - Personal (Staff) Policies and Procedures

CPFF Director Orientation Program

1. Overview and Purpose

Board orientation refers to a process for helping new directors contribute fully, and as early in their tenure as possible, to the governing work of the board.

Board orientation is not just about the transfer of information. As a result of their orientation new directors should:

- Understand their roles, responsibilities and time commitment to work around the board and committee table and away from it
- Be aware of the current goals, opportunities and challenges facing the organization
- Be aware of who the organization's main stakeholders are including members, funders, clients, partners, the public, as well as staff
- Have some sense of how their own background, knowledge, experience and skills will contribute to the current work of the board and the goals of the organization
- Appreciate the background, knowledge, experience and skills of each of the other directors
- Know how board meetings are run, decisions are made and what formal governing policies and practices exist
- Appreciate how this board functions similarly or differently than other boards with an understanding the the CPFF Board is a working board with the goal to governance

The responsibility for director orientation is to be clearly assigned. The successful welcome and initiation rests with all board members but in particular it becomes the role of the Governance and Finance Committee to ensure that the new director is connected with other board members before that initial board meeting. This exhibits board professionalism while it helps to establish camaraderie and to get everyone on the same page.

2. Pre-Orientation:

1. A welcome letter from the CPFF Board Chairperson with a notice of their appointment will be sent.

2. A phone call and/or email will be sent to the new director that includes the date of the new Board member's term, the date and location (zoom) of the next Board meeting and details regarding Board orientation i.e Mentor

3. Contact by the Mentor will be initiated before the first Board meeting. This contact will include an in-person meeting if it is possible.

4. Making a 'New Board Member' Announcement

Sharing the news that CPFF has a new board member is a welcoming beginning. Asking them to provide a short bio and a headshot personalizes the introduction to the CPFF community.

a.) newsletter. b.) website. c.) social media

3. Scope

There are two components in an orientation process.

Part 1: The Connection and Mentorship

Part 2: The Board Manual

The goal of a well organized plan is to make sure new board member feels:

- Welcomed and Important
- Well informed about their role
- Well informed about how the organization operates
- Understands 'Who's who'
- Proud and able to share a few key accomplishments of the organization that they now are part of
- Impressed that they have joined the CPFF Board
- Valued and appreciated
- Ready to be engaged and contribute
- Immediately effective

Part 1:

There is a lot to learn when you agree to serve on the Board of CPFF. A mentor is effective in helping a new board member feel comfortable and in acting as a resource person to assist them. At CPFF, a new board member will be partnered with a willing and experienced board member.

Orientation is a challenging balance of ensuring the right information is presented in the right way at the right time. The one constant in an impactful director orientation process is time. This orientation should span the director's first twelve months, with information sharing, meetings, and education spaced out in thoughtful, progressive ways. It should be ongoing conversations supported by the Chair, the Executive Director and other Board Directors. The Director Mentor will be responsible for the commitment of time to connect with the mentee, sharing of information, personalizing information, understanding and acknowledging their mentee's strengths, interests, contributions, and encouraging the sharing of their valuable skill sets.

Part 2:

Board Manual

The main tool to orientate new directors will be the board manual. The Board Manual is there for present and future information. Striking a balance in providing sufficient information while not overwhelming new directors with excessive detail is important.

4. Follow-up

Follow-up is critical to the success of the process. This mentor will continue to be present and available to the new director during that first year. Following six months the Mentor and/or Chair will conduct a review to assess the director's comfort level. Staying in touch - ongoing communication will help ensure the successful on-boarding of a new director.