

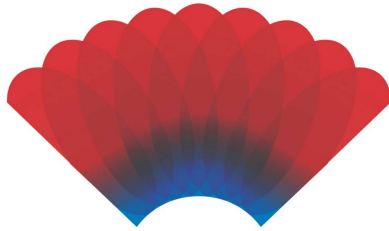


**AGENDA**

#	Agenda Item	Time Allocated	Planned End Time
	<b>Procedural/Consent Items</b>		
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
	<b>Discussion and Action Items</b>		
5	<b>Minutes of May 5, 2023, Board Meeting: K. Morrison</b> <ul style="list-style-type: none"> <li>• Motion to accept the minutes of May 5, 2023</li> </ul>	3:35 pm	3:37 pm
6	<b>Agenda Items</b> <ul style="list-style-type: none"> <li>➤ CPFF Financials (May 2023): V. Pringle &amp; S. Lee</li> <li>➤ Executive Director Report: <ul style="list-style-type: none"> <li>▪ 2022-2023 Activity Update <ul style="list-style-type: none"> <li>○ November Board Meeting Follow Up Updates <ul style="list-style-type: none"> <li>• Procurement Policy (Governance Review): K. Morrison <ul style="list-style-type: none"> <li>• Motion for acceptance</li> </ul> </li> <li>• Banking Policy (Governance Review) <ul style="list-style-type: none"> <li>• Motion for acceptance</li> </ul> </li> <li>• MAB Review and Succession: C. Fell <ul style="list-style-type: none"> <li>• Still in progress</li> </ul> </li> </ul> </li> <li>○ 2023 Board Retreat Report &amp; Proposals <ul style="list-style-type: none"> <li>• Innovation Fund (discussion)</li> <li>• Federal Gov. Rare Disease Fund (discussion)</li> <li>• Patient Navigator (discussion)</li> <li>• Donor Stewardship (discussion)</li> <li>• Budget approval for September to December</li> </ul> </li> </ul> </li> </ul> </li> </ul>	3:37 pm	4:55 pm

#	Agenda Item	Time Allocated	Planned End Time
	<ul style="list-style-type: none"> <li>• Sep PF awareness – budget is \$124,300</li> <li>• Oxygen Paper – budget of \$150,000 to bring over to FY 2024 to cover: <ul style="list-style-type: none"> <li>• Paid Oxygen Survey - \$14,972.50</li> <li>• Medical Writer - \$25,000</li> <li>• Reports &amp; Translations - \$10,000</li> <li>• CMAJ - \$3,000 for review &amp; \$25,000 for distribution</li> </ul> </li> <li>•</li> <li>▪ CPFF &amp; Vaultt Database Revenue Generation Update: N. Hilliard, D. Mastin &amp; S. Lee (in progress with Carters)</li> </ul> <p>➤ CPFF Committee Reports:</p> <ul style="list-style-type: none"> <li>▪ Governance: T. Georgieff <ul style="list-style-type: none"> <li>○ Board Evaluation</li> <li>○ Executive Director Evaluation</li> <li>○ Board &amp; Volunteer Recruitment</li> <li>○ Gift &amp; Transparency Policy</li> <li>○ Bi-Monthly Board meetings (motion)</li> <li>○ CPFF Postal Address – Regus (motion)</li> <li>○ Iron Mountain for storage (motion)</li> </ul> </li> <li>▪ Advocacy &amp; Support: M. Ashcroft, &amp; S. Lee <ul style="list-style-type: none"> <li>○ Support Group Leaders meeting – Sep. 26</li> <li>○ Support Group Conference &amp; Give-a-ways <ul style="list-style-type: none"> <li>• Manitoba – Sep 28, 2023</li> <li>• BC - TBC</li> <li>• Edmonton - TBC</li> <li>• Toronto - TBC</li> </ul> </li> </ul> </li> <li>▪ Communications &amp; Fundraising: T. Hunter &amp; S. Lee <ul style="list-style-type: none"> <li>○ Purchase of \$3,000 in materials to give out during in-person PF Month events (motion)</li> <li>○ Signing Promotion Source contract once CPFF is recognized as public foundation (motion)</li> <li>○ Oxygen Paper &amp; Healthcare Professionals Survey: S. Lee <ul style="list-style-type: none"> <li>• Motion to accept committee recommendation in support of the paid</li> </ul> </li> </ul> </li> </ul>		

#	Agenda Item	Time Allocated	Planned End Time
	<p style="text-align: center;">surveys to complete project</p> <ul style="list-style-type: none"> <li>○ CTS Round Table Collaboration: S. Lee</li> <li>○ 2023 HBH: S. Lee <ul style="list-style-type: none"> <li>• Motion to accept budget</li> </ul> </li> <li>▪ Medical Advisory Board (MAB): C. Fell</li> </ul>		
7	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• In Camera (ED Review)</li> </ul>		
8	<p><b>CPFF Board Meeting Dates for FY 23-24:</b></p> <p>Friday August 11, 2023  Friday September 8, 2023  Friday October 6, 2023  Friday November 3, 2023  <b>Friday December 1, 2023 – CPFF Virtual Open House</b></p>	4:55 pm	4:58 pm
9	<b>Adjournment</b>	5:00 pm	



# Canadian Pulmonary Fibrosis Foundation

## **Board Minutes**

**Held via ZOOM**

**On Friday May 5, 2023**

**Commencing at 3:00 pm EST**

Present: Kirk Morrison, Chair  
Sharon Lee, Executive Director  
Verity Pringle, Treasurer  
Todd Georgieff, Vice and Governance & Finance Chair  
Tom Hunter, Communications & Fundraising Chair  
Nicole Hilliard  
Ranjena Maloni  
Derek Mastin

Guest(s): None

Regrets: Mark Ashcroft, Advocacy & Support Co-Chair  
Dr. Holly Smith, Advocacy & Support Co-Chair (indefinite medical leave)  
Ray Protti

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 14, 2023 Board Meetings**

It was moved and seconded,  
**That the minutes of the April 14 meeting be approved.**

**Carried.**

## **CPFF Board Minutes of May 5, 2023**

### **CPFF Financials**

V. Pringle presented the March 2023 financials, though there was not much to report on.

It was mentioned that there are plans in motion to have audit adjustments reported on fiscal statements moving forward.

### **Executive Director Report**

#### **Governance Policies & Executive Director KPIs**

The procurement and banking policies, as well as S. Lee's KPIs, are set to be reviewed by the Governance & Finance committee.

#### **CTS Conference**

S. Lee and T. Georgieff shared their thoughts on the CTS Conference, which was overall a really positive experience and a worthwhile investment.

It was mentioned that:

- Two thirds of attendees that visited the CPFF stall knew about, and commended, the organization and its work;
- Attendees were introduced or updated
- There are several anecdotes of CPFF's webinars and whiteboard videos being used to teach students about PF across the country;
- Great feedback was received on CPFF's materials, online and printed;
- Great contacts were made.

Furthermore, it was added that it was great to see people in person for the first time in 3 years, or with whom contact was never made outside of Zoom and email exchanges.

#### **Communications & Fundraising plan**

It was pointed out that there are plans to contract a senior advisor to help S. Lee put together a communications and fundraising plan, which includes adding a full-time junior role to help expand CPFF's capacity.

#### **2023 Board Retreat**

It was mentioned that Amanda Grant-Orser is scheduled to come present to the Board about her academic and professional journey.

The Board agreed that the ultimate goal of the Board Retreat is to blue-sky a 3-year plan that the staff can review and work with.

#### **Vaultt Database Revenue Generation Update**

S. Lee spoke with Carter's, who are still reviewing the LOI.

#### **CPFF Postal Address**

Plans to move CPFF's postal address to a postal box near R. Zapata are underway. R. Zapata can deposit cheques at the bank when needed. Update to follow on next meeting.

## **CPFF Board Minutes of May 5, 2023**

### Accounts Payable

It was proposed that H. Davidson be kept on accounts payable as a part-time employee. Alternatively, given the 4 people limit, it was proposed that CPFF's Treasurer, S. Lee, R. Zapata and 1 Board member living near S. Lee be designated as signing officers. This topic will be added to next Governance committee agenda.

### **Governance & Finance Report**

#### Board of Directors Evaluation

It was pointed out that the majority of Board Directors have done the BOD evaluation, and the remaining Directors were prompted to complete it within the next week.

#### Governance Policies

T. Georgieff and R. Zapata have checked all the policies that were previously marked as final and approved. Out of the 16 policies, 4 of them seem to be lacking the final document. T. Georgieff has contacted M. Martin to find out whether other, more recent, versions of these documents exist. The files for the remaining policies have been confirmed as final.

#### Next Committee meeting

Next Governance & Finance committee will be rescheduled, due to personal conflict by T. Georgieff.

#### Recruitment Update

No update was given on Recruitment.

### **Advocacy & Support Report**

#### Oxygen Research Paper

It was mentioned that the oxygen research paper has been taking a lot longer than expected. In light of that, the Board ought to consider extending its completion to the end of the year.

Additionally, to speed up the process, a medical writer will be hired. A medical writer RFP was sent out and 12 expressions of interest were received within 36 hours.

### **Communications & Fundraising Report**

#### Healthcare Professionals Survey

It was mentioned that several healthcare professionals were prompted to fill out the survey through a QR code at the CTS Conference. S. Lee will follow up with some of them to kindly remind them to please share the survey with their colleagues.

S. Lee will follow up with CTS about sending a mass email to their email list with the prompt to fill out the survey, as 62 more submissions are needed.

#### Pucker Up Challenge

The PU challenge has been downsized to a minute-long video that will be translated to Chinese, Japanese, Spanish, Portuguese and Arabic for worldwide exposure.

S. Lee will check with Madonna if she would be willing to do the PU challenge while she is in Montreal.

## **CPFF Board Minutes of May 5, 2023**

### PF Month Events

The confirmed events leading up to, and taking place during, September have been created on OneCause, EventMobi and the CPFF website.

It was confirmed that the fundraising goal for 2023 PF Month is \$110,000.

Concerning the Montreal Walk, S. Lee and T. Georgieff will check whether the Rotary Club chapter in Montreal would be willing to join and volunteer their time.

### Patient Stories

Patricia Meadows and T. Georgieff patient story videos have been finalized and are ready to be used in CPFF Communications in the upcoming months.

It is hoped that people from indigenous communities will also open up and share their stories to help CPFF create more awareness about their underserved communities.

### Canadian Donor's Guide

It was said that the ad on the Canadian Donor's Guide turned out great, and Board members were offered to be sent a physical copy of it.

### **MAB Report**

Nothing to report.

### **Adjournment**

The meeting was adjourned at 3:44 pm EDT.

Next CPFF Board meeting will be held the Board Retreat, on June 16-17, 2023.

Certified correct,

### **SIGNATURE TO BE INCLUDED**

Kirk Morrison  
CPFF Board Chair

# Canadian Pulmonary Fibrosis Foundation

## Profit and Loss by Class

August 2022 - April 2023

	Admin/Fund- 14%	Advocacy- 16%	Ed & Aware 24%	Patient & Care- 23%	Research-23%
<b>INCOME</b>					
<b>4000 Revenue</b>					
<b>4010 Contributions</b>					
4020 Receipted Donations	66,339.73				
4027 Rcptd Donations - September Awareness Walks	55,526.25				
4030 Donations from Other Charities	28,802.06				
4040 Unreceipted Donations	502.00				
4195 Bequests Received	496,247.22				
4300 Donations Through Paypal	9,075.28				
4301 Donations Through Canada Helps	101,838.70				
4302 Donations Through CAF Canada	250.00				
4303 Donations Through CDN Online Giving	7,621.81				
4304 Donations Through My Tribute Gift	6,736.25				
4305 Donations Through United Way	423.95				
<b>Total 4010 Contributions</b>	<b>\$ 773,363.25</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
4190 Grants Received	479,940.00				
4440 Interest Income	215.98				
<b>Total 4000 Revenue</b>	<b>\$ 1,253,519.23</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Income</b>	<b>\$ 1,253,519.23</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>COST OF GOODS SOLD</b>					
<b>5000 Cost of Goods Sold</b>					
5190 Grants Made	2,800.00	3,200.00	4,800.00	4,600.00	4,600.00
5252 Clarke Family run - Expenses	385.48	440.55	660.83	633.30	633.30
5320 Sponsorship Costs	280.00	320.00	480.00	460.00	460.00
<b>Total 5000 Cost of Goods Sold</b>	<b>\$ 3,465.48</b>	<b>\$ 3,960.55</b>	<b>\$ 5,940.83</b>	<b>\$ 5,693.30</b>	<b>\$ 5,693.30</b>
<b>Total Cost of Goods Sold</b>	<b>\$ 3,465.48</b>	<b>\$ 3,960.55</b>	<b>\$ 5,940.83</b>	<b>\$ 5,693.30</b>	<b>\$ 5,693.30</b>
<b>GROSS PROFIT</b>	<b>\$ 1,250,053.75</b>	<b>-\$ 3,960.55</b>	<b>-\$ 5,940.83</b>	<b>-\$ 5,693.30</b>	<b>-\$ 5,693.30</b>
<b>EXPENSES</b>					



**02. Salaries & Benefits****5410 Wages & Salaries**

5411 Executive Director Salary	9,293.41	10,621.00	15,931.51	15,267.73	15,267.74
5414 Project Coordinator	5,640.54	6,446.34	9,669.50	9,266.60	9,266.60
5415 Payables Coordinator - Heather	104.16	119.04	178.56	171.12	171.12

<b>Total 5410 Wages &amp; Salaries</b>	<b>\$ 15,038.11</b>	<b>\$ 17,186.38</b>	<b>\$ 25,779.57</b>	<b>\$ 24,705.45</b>	<b>\$ 24,705.46</b>
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5420 EI Expense	253.58	289.79	434.71	416.59	416.60
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5430 CPP Expense	640.93	732.48	1,098.72	1,052.93	1,052.93
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5460 Vacation Accrual	1,403.29	1,603.74	2,405.63	2,305.37	2,305.36
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5461 Payroll Admin Expense	140.70	160.83	241.26	231.20	231.21
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5470 Employee Benefits - Sharon	709.40	810.76	1,216.14	1,165.45	1,165.45
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5471 Employee Benefits - Roberto	284.42	325.08	487.62	467.26	467.25
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<b>Total 02. Salaries &amp; Benefits</b>	<b>\$ 18,470.43</b>	<b>\$ 21,109.06</b>	<b>\$ 31,663.65</b>	<b>\$ 30,344.25</b>	<b>\$ 30,344.26</b>
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03. Patient Support	188.61	215.51	323.26	309.78	309.77
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**05. Awareness & Advocacy**

5327 Newsletter Expense	339.09	387.55	581.32	557.09	557.09
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5530 Awareness & Advocacy	1,281.57	1,861.10	2,791.66	2,675.34	2,675.34
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5615 Advertising and Promotion	349.87	399.82	599.74	574.78	574.77
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<b>Total 05. Awareness &amp; Advocacy</b>	<b>\$ 1,970.53</b>	<b>\$ 2,648.47</b>	<b>\$ 3,972.72</b>	<b>\$ 3,807.21</b>	<b>\$ 3,807.20</b>
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06. Fundraising Events Costs	5.87	6.71	10.06	9.64	9.64
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**07. Program Education & Consulting**

5511 Patient Education	35,622.86	40,711.82	61,067.71	58,523.22	58,523.21
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5515 Consulting	196.84	224.96	337.43	323.37	323.37
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<b>Total 07. Program Education &amp; Consulting</b>	<b>\$ 35,819.70</b>	<b>\$ 40,936.78</b>	<b>\$ 61,405.14</b>	<b>\$ 58,846.59</b>	<b>\$ 58,846.58</b>
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**08. Professional Fees**

5610 Accounting & Legal	235.96	269.66	404.51	387.65	387.65
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5695 Professional Fees	83.67	95.62	143.43	137.46	137.46
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5696 Bookkeeping	1,113.21	1,272.24	1,908.36	1,828.80	1,828.80
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5705 Membership fees, dues, subscrip	123.25	140.84	211.26	202.46	202.46
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<b>Total 08. Professional Fees</b>	<b>\$ 1,556.09</b>	<b>\$ 1,778.36</b>	<b>\$ 2,667.56</b>	<b>\$ 2,556.37</b>	<b>\$ 2,556.37</b>
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**09. General & Administrative**

5500 General Administrative Expenses	1,851.37	2,115.86	3,173.75	3,041.54	3,041.52
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5520 Education	45.64	52.17	78.27	74.99	74.99
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5525 Conferences	128.80	147.19	220.76	211.56	211.56
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5571 Website Hosting	67.43	77.11	115.65	110.83	110.83
5640 Courier & Postage	58.70	67.10	100.65	96.46	96.46
5650 Staff Equipement - computers	79.53	90.90	136.34	130.67	130.67
5686 Governance	1,031.31	1,178.64	1,767.96	1,694.30	1,694.30
5700 Office Supplies	256.43	293.08	439.62	421.30	421.30
5770 Storage	390.99	446.85	670.18	642.31	642.31
5890 Credit Card fees	41.49	47.44	71.17	68.20	68.22
5891 Other Commissions	65.34	74.68	112.01	107.36	107.35
5895 Canada Helps fees	316.99	362.29	543.44	520.80	520.81
5896 PayPal fees	0.36	0.44	0.63	0.63	0.62
<b>Total 09. General &amp; Administrative</b>	<b>\$ 4,334.38</b>	<b>\$ 4,953.75</b>	<b>\$ 7,430.43</b>	<b>\$ 7,120.95</b>	<b>\$ 7,120.94</b>
<b>10. Travel &amp; Meeting Costs</b>	259.31	112.73	169.09	162.04	162.04
5784 Travel	1,419.11	1,805.49	2,708.24	2,595.39	2,595.39
5789 Travel - non refundable	105.37	120.42	180.60	173.10	173.10
<b>Total 10. Travel &amp; Meeting Costs</b>	<b>\$ 1,783.79</b>	<b>\$ 2,038.64</b>	<b>\$ 3,057.93</b>	<b>\$ 2,930.53</b>	<b>\$ 2,930.53</b>
<b>11. Telephone/Internet</b>					
5780 Telephone Expense	207.57	237.21	355.86	341.02	341.03
5781 Internet	632.88	723.25	1,084.87	1,039.68	1,039.69
<b>Total 11. Telephone/Internet</b>	<b>\$ 840.45</b>	<b>\$ 960.46</b>	<b>\$ 1,440.73</b>	<b>\$ 1,380.70</b>	<b>\$ 1,380.72</b>
<b>12. Insurance</b>					
5685 Insurance	182.04	208.05	312.08	299.07	299.08
<b>Total 12. Insurance</b>	<b>\$ 182.04</b>	<b>\$ 208.05</b>	<b>\$ 312.08</b>	<b>\$ 299.07</b>	<b>\$ 299.08</b>
<b>13. Bank and Interest Charges</b>					
5690 Bank Service Charges	25.77	29.46	44.19	42.35	42.35
<b>Total 13. Bank and Interest Charges</b>	<b>\$ 25.77</b>	<b>\$ 29.46</b>	<b>\$ 44.19</b>	<b>\$ 42.35</b>	<b>\$ 42.35</b>
<b>Total Expenses</b>	<b>\$ 65,177.66</b>	<b>\$ 74,885.25</b>	<b>\$ 112,327.75</b>	<b>\$ 107,647.44</b>	<b>\$ 107,647.44</b>
<b>PROFIT</b>	<b>\$ 1,184,876.09</b>	<b>-\$ 78,845.80</b>	<b>-\$ 118,268.58</b>	<b>-\$ 113,340.74</b>	<b>-\$ 113,340.74</b>

Friday, May 26, 2023 07:14:25 p.m. GMT-7 - Accrual Basis

**TOTAL**

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0.00

0.00

66,339.73

55,526.25

28,802.06

502.00

496,247.22

9,075.28

101,838.70

250.00

7,621.81

6,736.25

423.95

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**\$ 773,363.25**

479,940.00

215.98

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**\$ 1,253,519.23**

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**\$ 1,253,519.23**

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20,000.00

2,753.46

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**\$ 24,753.46**

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**\$ 24,753.46**

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**\$ 1,228,765.77**

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66,381.39
40,289.58
744.00
<b>\$ 107,414.97</b>
1,811.27
4,577.99
10,023.39
1,005.20
5,067.20
2,031.63
<b>\$ 131,931.65</b>
1,346.93
0.00
2,422.14
11,285.01
2,498.98
<b>\$ 16,206.13</b>
41.92
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254,448.82
1,405.97
<b>\$ 255,854.79</b>
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	481.85
	419.37
	568.11
	7,366.51
	1,831.73
	2,792.64
	296.52
	466.74
	2,264.33
	2.68
<b>\$</b>	<b>30,960.45</b>
	865.21
	11,123.62
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<b>\$</b>	<b>12,741.42</b>
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	1,300.32
<b>\$</b>	<b>1,300.32</b>
	0.00
	184.12
<b>\$</b>	<b>184.12</b>
<b>\$</b>	<b>467,685.54</b>
<b>\$</b>	<b>761,080.23</b>

**Canadian Pulmonary Fibrosis Foundation**  
**Balance Sheet**  
As of May 31, 2023

	As of May 31, 2023	Total As of May 31, 2022 (PY)	Change
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash and Cash Equivalent</b>			
1021 Restricted Cash	270,000.00	130,000.00	140,000.00
1060 Chequing Bank Account	1,500,904.90	1,566,538.78	-65,633.88
1061 TD Investor Acct	15,406.61	15,144.07	262.54
1062 BMO High Interest Savings	509,449.89	508,174.72	1,275.17
<b>Total Cash and Cash Equivalent</b>	<b>\$ 2,295,761.40</b>	<b>\$ 2,219,857.57</b>	<b>\$ 75,903.83</b>
1022 Internally Restricted Cash	0.00	6,027.00	-6,027.00
1310 Inventory of Items for Resale	0.00	1,749.67	-1,749.67
1320 Prepaid Expenses	1,621.00	1,621.00	0.00
2318 PSB Rebate Receivable	5,641.81	18,473.45	-12,831.64
<b>Total Current Assets</b>	<b>\$ 2,303,024.21</b>	<b>\$ 2,247,728.69</b>	<b>\$ 55,295.52</b>
<b>Non-current Assets</b>			
<b>Property, plant and equipment</b>			
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
<b>Total Property, plant and equipment</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Non Current Assets</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Assets</b>	<b>\$ 2,303,024.21</b>	<b>\$ 2,247,728.69</b>	<b>\$ 55,295.52</b>
<b>Liabilities and Equity</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable (A/P)</b>			
2100 Accounts Payable	0.00	619.05	-619.05
<b>Total Accounts Payable (A/P)</b>	<b>\$ 0.00</b>	<b>\$ 619.05</b>	<b>-\$ 619.05</b>
<b>Credit Card</b>			
1070 TD Visa 3392	6,736.78	1,266.12	5,470.66
<b>Total Credit Card</b>	<b>\$ 6,736.78</b>	<b>\$ 1,266.12</b>	<b>\$ 5,470.66</b>
<b>2000 Current Liabilities</b>			
2220 Vacation Payable	27,637.04	20,903.40	6,733.64
2315 GST/HST Paid on Purchases	-37,395.48	-3,425.36	-33,970.12
<b>Total 2000 Current Liabilities</b>	<b>-\$ 9,758.44</b>	<b>\$ 17,478.04</b>	<b>-\$ 27,236.48</b>
Due to TD Bank	270.00	270.00	0.00
<b>Total Current Liabilities</b>	<b>-\$ 2,751.66</b>	<b>\$ 19,633.21</b>	<b>-\$ 22,384.87</b>
<b>Total Liabilities</b>	<b>-\$ 2,751.66</b>	<b>\$ 19,633.21</b>	<b>-\$ 22,384.87</b>
<b>Equity</b>			
3500 Retained Earnings	974,077.92	974,077.92	0.00
3561 Internatly Restricted Funds	6,027.00	6,027.00	0.00

<b>Retained Earnings</b>	635,515.04	561,032.24	74,482.80
<b>Profit for the year</b>	690,155.91	686,958.32	3,197.59
<b>Total Equity</b>	<b>\$ 2,305,775.87</b>	<b>\$ 2,228,095.48</b>	<b>\$ 77,680.39</b>
<b>Total Liabilities and Equity</b>	<b>\$ 2,303,024.21</b>	<b>\$ 2,247,728.69</b>	<b>\$ 55,295.52</b>

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CPFF Fiscal July 31, 2021  
August - February 2021 YTD

			7.00	100%	14%	16.00%	24%	
	July 2020 ACTUAL	2021 budget	YTD BUDGET	VARIANCE	2021 Actual	Admin	Advocay	Education Awairness
Foundation Grants	699,418	195,000	113,750	(34,949)	78,801	5,792	14,152	20,250
Donation and fundraising	294,478	160,000	93,333	197,517	290,851	225,661	12,845	18,199
	-	180,000	105,000	(105,000)	-	-	-	-
Regional Donations	-	1,000	583	(583)	-	-	-	-
Interst income	3,998	5,000	2,917	(2,897)	20	20	-	-
Miscellaneous Income								
Deferred Revenue								
	<b>997,894</b>	<b>541,000</b>	<b>315,583</b>	<b>54,089</b>	<b>369,672</b>	<b>231,473</b>	<b>26,997</b>	<b>38,448</b>
1 Grants to charities	490,250	180,000	105,000	(105,000)	-	-	-	-
		40,000	23,333	(23,333)	-	-	-	-
2 Salaries & benefits	92,267	125,000	72,917	(17,639)	55,278	7,739	9,580	13,267
		75,000	43,750	(43,750)				
3 Patient support	59,628	10,000	5,833	(5,689)	144	43	-	35
		30,000	17,500	(17,500)				
		40,000	23,333	(23,333)				
		44,000	25,667	(25,667)				
		10,000	5,833	(5,833)				
4 Support website costs	11,830	20,000	11,667	(11,667)				
5 Awareness and advocacy	37,706	100,000	58,333	(50,801)	7,532	1,428	1,489	1,582
6 Fundraising events costs	4,285	50,000	29,167	(29,167)				
		90,000	52,500	(52,500)				
		10,000	5,833	(5,833)				
7 Program education and consulting	2,129	48,000	28,000	6,699	34,699	5,854	6,528	7,651
		40,000	23,333	(23,333)				
		60,000	35,000	(35,000)				
	<b>698,095</b>	<b>972,000</b>	<b>567,000</b>	<b>(469,347)</b>	<b>97,653</b>	<b>15,064</b>	<b>17,597</b>	<b>22,535</b>



8 Professional fees	22,979	36,000	21,000	5,603	26,603	7,262	3,598	5,398
9 office and general	14,769	20,000	11,667	32,938	44,605	12,527	4,867	9,346
## Travel and meeting costs	13,186	30,000	17,500	(17,181)	319	264	10	15
## Telephone/Internet	7,436	10,000	5,833	(791)	5,042	1,567	802	970
## Insurance	6,103	5,000	2,917	(2,917)	-	-	-	-
## Interest and bank charges	3,360	5,000	2,917	(2,002)	914	254	123	184
	<b>67,833</b>	<b>106,000</b>	<b>61,833</b>	<b>15,650</b>	<b>77,484</b>	<b>21,873</b>	<b>9,400</b>	<b>15,913</b>
	<b>231,966</b>	<b>-537,000</b>	<b>-313,250</b>	<b>507,785</b>	<b>194,535</b>	<b>194,535</b>	<b>0</b>	<b>0</b>

Notes:

Note 1

All expenses allocated under pillars have been proportioned in accordance with the percentage resources apprc

<b>23%</b>	<b>23%</b>
<b>Patient Support</b>	<b>Research</b>
19,417	19,192
16,705	17,441
-	-
-	-
-	-
<b>36,122</b>	<b>36,632</b>
-	-
-	-
11,978	12,714
-	-
33	33
-	-
-	-
-	-
-	-
1,517	1,517
-	-
-	-
-	-
7,333	7,333
-	-
-	-
<b>20,861</b>	<b>21,597</b>

5,172	5,172
8,968	8,897
15	15
929	775
-	-
177	177
<b>15,261</b>	<b>15,035</b>
<b>0</b>	<b>0</b>

oved by organization

# Canadian Pulmonary Fibrosis Foundation

## Profit and Loss by Class

May 2023

	Admin/Fund- 14%	Advocacy- 16%	Ed & Aware 24%	Patient & Care-23%	Research- 23%	TOTAL
<b>INCOME</b>						
4000 Revenue						0.00
4010 Contributions						0.00
4020 Received Donations	2,135.68					2,135.68
4030 Donations from Other Charities	7,212.70					7,212.70
<b>Total 4010 Contributions</b>	<b>\$ 9,348.38</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 9,348.38</b>
4440 Interest Income	31.40					31.40
<b>Total 4000 Revenue</b>	<b>\$ 9,379.78</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 9,379.78</b>
<b>Total Income</b>	<b>\$ 9,379.78</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 9,379.78</b>
<b>GROSS PROFIT</b>	<b>\$ 9,379.78</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 9,379.78</b>
<b>EXPENSES</b>						
<b>02. Salaries &amp; Benefits</b>						0.00
5410 Wages & Salaries						0.00
5411 Executive Director Salary	1,467.39	1,677.00	2,515.51	2,410.69	2,410.69	10,481.28
5414 Project Coordinator	890.40	1,017.60	1,526.40	1,462.80	1,462.80	6,360.00
5415 Payables Coordinator - Heather	41.08	46.94	70.42	67.48	67.48	293.40
<b>Total 5410 Wages &amp; Salaries</b>	<b>\$ 2,398.87</b>	<b>\$ 2,741.54</b>	<b>\$ 4,112.33</b>	<b>\$ 3,940.97</b>	<b>\$ 3,940.97</b>	<b>\$ 17,134.68</b>
5420 EI Expense	53.74	61.40	92.10	88.26	88.26	383.76
5430 CPP Expense	133.56	152.64	228.96	219.42	219.42	954.00
5460 Vacation Accrual	224.37	256.44	384.65	368.63	368.63	1,602.72
5461 Payroll Admin Expense	14.25	16.29	24.44	23.42	23.42	101.82
5470 Employee Benefits - Sharon	69.55	79.48	119.22	114.25	114.25	496.75
5471 Employee Benefits - Roberto	40.63	46.44	69.65	66.76	66.76	290.24
<b>Total 02. Salaries &amp; Benefits</b>	<b>\$ 2,934.97</b>	<b>\$ 3,354.23</b>	<b>\$ 5,031.35</b>	<b>\$ 4,821.71</b>	<b>\$ 4,821.71</b>	<b>\$ 20,963.97</b>
<b>03. Patient Support</b>	5.82	6.65	9.98	9.57	9.57	41.59
<b>05. Awareness &amp; Advocacy</b>						0.00
5327 Newsletter Expense	18.82	21.51	32.27	30.92	30.92	134.44
5530 Awareness & Advocacy	329.80	376.90	565.35	541.79	541.79	2,355.63

<b>Total 05. Awareness &amp; Advocacy</b>	<b>\$ 348.62</b>	<b>\$ 398.41</b>	<b>\$ 597.62</b>	<b>\$ 572.71</b>	<b>\$ 572.71</b>	<b>\$ 2,490.07</b>
<b>07. Program Education &amp; Consulting</b>						0.00
<b>5511 Patient Education</b>	6,542.40	7,477.03	11,215.54	10,748.22	10,748.22	46,731.41
<b>5515 Consulting</b>	194.26	222.01	333.02	319.14	319.14	1,387.57
<b>Total 07. Program Education &amp; Consulting</b>	<b>\$ 6,736.66</b>	<b>\$ 7,699.04</b>	<b>\$ 11,548.56</b>	<b>\$ 11,067.36</b>	<b>\$ 11,067.36</b>	<b>\$ 48,118.98</b>
<b>08. Professional Fees</b>						0.00
<b>5696 Bookkeeping</b>	123.69	141.36	212.04	203.20	203.20	883.49
<b>Total 08. Professional Fees</b>	<b>\$ 123.69</b>	<b>\$ 141.36</b>	<b>\$ 212.04</b>	<b>\$ 203.20</b>	<b>\$ 203.20</b>	<b>\$ 883.49</b>
<b>09. General &amp; Administrative</b>						0.00
<b>5500 General Administrative Expenses</b>	892.64	1,020.16	1,530.25	1,466.49	1,466.49	6,376.03
<b>5700 Office Supplies</b>	109.03	124.60	186.90	179.12	179.12	778.77
<b>5770 Storage</b>	44.09	50.39	75.57	72.43	72.43	314.91
<b>5790 Utilities</b>	0.64	0.73	1.10	1.06	1.06	4.59
<b>5890 Credit Card fees</b>	4.22	4.83	7.24	6.94	6.94	30.17
<b>5891 Other Commissions</b>	1.57	1.79	2.69	2.57	2.57	11.19
<b>5896 PayPal fees</b>	0.24	0.28	0.40	0.40	0.40	1.72
<b>Total 09. General &amp; Administrative</b>	<b>\$ 1,052.43</b>	<b>\$ 1,202.78</b>	<b>\$ 1,804.15</b>	<b>\$ 1,729.01</b>	<b>\$ 1,729.01</b>	<b>\$ 7,517.38</b>
<b>11. Telephone/Internet</b>						0.00
<b>5780 Telephone Expense</b>	23.15	26.45	39.68	38.02	38.02	165.32
<b>5781 Internet</b>	8.15	9.30	13.96	13.37	13.37	58.15
<b>Total 11. Telephone/Internet</b>	<b>\$ 31.30</b>	<b>\$ 35.75</b>	<b>\$ 53.64</b>	<b>\$ 51.39</b>	<b>\$ 51.39</b>	<b>\$ 223.47</b>
<b>13. Bank and Interest Charges</b>						0.00
<b>5690 Bank Service Charges</b>	9.13	10.42	15.64	14.98	14.98	65.15
<b>Total 13. Bank and Interest Charges</b>	<b>\$ 9.13</b>	<b>\$ 10.42</b>	<b>\$ 15.64</b>	<b>\$ 14.98</b>	<b>\$ 14.98</b>	<b>\$ 65.15</b>
<b>Total Expenses</b>	<b>\$ 11,242.62</b>	<b>\$ 12,848.64</b>	<b>\$ 19,272.98</b>	<b>\$ 18,469.93</b>	<b>\$ 18,469.93</b>	<b>\$ 80,304.10</b>
<b>PROFIT</b>	<b>-\$ 1,862.84</b>	<b>-\$ 12,848.64</b>	<b>-\$ 19,272.98</b>	<b>-\$ 18,469.93</b>	<b>-\$ 18,469.93</b>	<b>-\$ 70,924.32</b>

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# Canadian Pulmonary Fibrosis Foundation

## Profit and Loss by Class

August 2022 - May 2023

	Admin/Fund- 14%	Advocacy- 16%	Ed & Aware 24%	Patient & Care- 23%	Research-23%
<b>INCOME</b>					
<b>4000 Revenue</b>					
<b>4010 Contributions</b>					
4020 Receipted Donations	68,475.41				
4027 Rcptd Donations - September Awareness Walks	55,526.25				
4030 Donations from Other Charities	36,014.76				
4040 Unreceipted Donations	502.00				
4195 Bequests Received	496,247.22				
4300 Donations Through Paypal	9,075.28				
4301 Donations Through Canada Helps	101,838.70				
4302 Donations Through CAF Canada	250.00				
4303 Donations Through CDN Online Giving	7,621.81				
4304 Donations Through My Tribute Gift	6,736.25				
4305 Donations Through United Way	423.95				
<b>Total 4010 Contributions</b>	<b>\$ 782,711.63</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
4190 Grants Received	479,940.00				
4440 Interest Income	247.38				
<b>Total 4000 Revenue</b>	<b>\$ 1,262,899.01</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Income</b>	<b>\$ 1,262,899.01</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>COST OF GOODS SOLD</b>					
<b>5000 Cost of Goods Sold</b>					
5190 Grants Made	2,800.00	3,200.00	4,800.00	4,600.00	4,600.00
5252 Clarke Family run - Expenses	385.48	440.55	660.83	633.30	633.30
5320 Sponsorship Costs	280.00	320.00	480.00	460.00	460.00
<b>Total 5000 Cost of Goods Sold</b>	<b>\$ 3,465.48</b>	<b>\$ 3,960.55</b>	<b>\$ 5,940.83</b>	<b>\$ 5,693.30</b>	<b>\$ 5,693.30</b>
<b>Total Cost of Goods Sold</b>	<b>\$ 3,465.48</b>	<b>\$ 3,960.55</b>	<b>\$ 5,940.83</b>	<b>\$ 5,693.30</b>	<b>\$ 5,693.30</b>
<b>GROSS PROFIT</b>	<b>\$ 1,259,433.53</b>	<b>-\$ 3,960.55</b>	<b>-\$ 5,940.83</b>	<b>-\$ 5,693.30</b>	<b>-\$ 5,693.30</b>
<b>EXPENSES</b>					

**02. Salaries & Benefits****5410 Wages & Salaries**

5411 Executive Director Salary	10,760.80	12,298.00	18,447.02	17,678.42	17,678.43
5414 Project Coordinator	6,530.94	7,463.94	11,195.90	10,729.40	10,729.40
5415 Payables Coordinator - Heather	145.24	165.98	248.98	238.60	238.60

<b>Total 5410 Wages &amp; Salaries</b>	<b>\$ 17,436.98</b>	<b>\$ 19,927.92</b>	<b>\$ 29,891.90</b>	<b>\$ 28,646.42</b>	<b>\$ 28,646.43</b>
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5420 EI Expense	307.32	351.19	526.81	504.85	504.86
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5430 CPP Expense	774.49	885.12	1,327.68	1,272.35	1,272.35
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5460 Vacation Accrual	1,627.66	1,860.18	2,790.28	2,674.00	2,673.99
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5461 Payroll Admin Expense	154.95	177.12	265.70	254.62	254.63
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5470 Employee Benefits - Sharon	778.95	890.24	1,335.36	1,279.70	1,279.70
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5471 Employee Benefits - Roberto	325.05	371.52	557.27	534.02	534.01
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<b>Total 02. Salaries &amp; Benefits</b>	<b>\$ 21,405.40</b>	<b>\$ 24,463.29</b>	<b>\$ 36,695.00</b>	<b>\$ 35,165.96</b>	<b>\$ 35,165.97</b>
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03. Patient Support	194.43	222.16	333.24	319.35	319.34
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**05. Awareness & Advocacy**

5327 Newsletter Expense	357.91	409.06	613.59	588.01	588.01
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5530 Awareness & Advocacy	1,611.37	2,238.00	3,357.01	3,217.13	3,217.13
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5615 Advertising and Promotion	349.87	399.82	599.74	574.78	574.77
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<b>Total 05. Awareness &amp; Advocacy</b>	<b>\$ 2,319.15</b>	<b>\$ 3,046.88</b>	<b>\$ 4,570.34</b>	<b>\$ 4,379.92</b>	<b>\$ 4,379.91</b>
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06. Fundraising Events Costs	5.87	6.71	10.06	9.64	9.64
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**07. Program Education & Consulting**

5511 Patient Education	42,165.26	48,188.85	72,283.25	69,271.44	69,271.43
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5515 Consulting	391.10	446.97	670.45	642.51	642.51
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<b>Total 07. Program Education &amp; Consulting</b>	<b>\$ 42,556.36</b>	<b>\$ 48,635.82</b>	<b>\$ 72,953.70</b>	<b>\$ 69,913.95</b>	<b>\$ 69,913.94</b>
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**08. Professional Fees**

5610 Accounting & Legal	235.96	269.66	404.51	387.65	387.65
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5695 Professional Fees	83.67	95.62	143.43	137.46	137.46
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5696 Bookkeeping	1,236.90	1,413.60	2,120.40	2,032.00	2,032.00
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5705 Membership fees, dues, subscrip	123.25	140.84	211.26	202.46	202.46
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<b>Total 08. Professional Fees</b>	<b>\$ 1,679.78</b>	<b>\$ 1,919.72</b>	<b>\$ 2,879.60</b>	<b>\$ 2,759.57</b>	<b>\$ 2,759.57</b>
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**09. General & Administrative**

5500 General Administrative Expenses	2,744.01	3,136.02	4,704.00	4,508.03	4,508.01
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5520 Education	45.64	52.17	78.27	74.99	74.99
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5525 Conferences	128.80	147.19	220.76	211.56	211.56
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5571 Website Hosting	67.43	77.11	115.65	110.83	110.83
5640 Courier & Postage	58.70	67.10	100.65	96.46	96.46
5650 Staff Equipement - computers	79.53	90.90	136.34	130.67	130.67
5686 Governance	1,031.31	1,178.64	1,767.96	1,694.30	1,694.30
5700 Office Supplies	365.46	417.68	626.52	600.42	600.42
5770 Storage	435.08	497.24	745.75	714.74	714.74
5790 Utilities	0.64	0.73	1.10	1.06	1.06
5890 Credit Card fees	45.71	52.27	78.41	75.14	75.16
5891 Other Commissions	66.91	76.47	114.70	109.93	109.92
5895 Canada Helps fees	316.99	362.29	543.44	520.80	520.81
5896 PayPal fees	0.60	0.72	1.03	1.03	1.02
<b>Total 09. General &amp; Administrative</b>	<b>\$ 5,386.81</b>	<b>\$ 6,156.53</b>	<b>\$ 9,234.58</b>	<b>\$ 8,849.96</b>	<b>\$ 8,849.95</b>
<b>10. Travel &amp; Meeting Costs</b>	259.31	112.73	169.09	162.04	162.04
5784 Travel	1,419.11	1,805.49	2,708.24	2,595.39	2,595.39
5789 Travel - non refundable	105.37	120.42	180.60	173.10	173.10
<b>Total 10. Travel &amp; Meeting Costs</b>	<b>\$ 1,783.79</b>	<b>\$ 2,038.64</b>	<b>\$ 3,057.93</b>	<b>\$ 2,930.53</b>	<b>\$ 2,930.53</b>
<b>11. Telephone/Internet</b>					
5780 Telephone Expense	230.72	263.66	395.54	379.04	379.05
5781 Internet	641.03	732.55	1,098.83	1,053.05	1,053.06
<b>Total 11. Telephone/Internet</b>	<b>\$ 871.75</b>	<b>\$ 996.21</b>	<b>\$ 1,494.37</b>	<b>\$ 1,432.09</b>	<b>\$ 1,432.11</b>
<b>12. Insurance</b>					
5685 Insurance	182.04	208.05	312.08	299.07	299.08
<b>Total 12. Insurance</b>	<b>\$ 182.04</b>	<b>\$ 208.05</b>	<b>\$ 312.08</b>	<b>\$ 299.07</b>	<b>\$ 299.08</b>
<b>13. Bank and Interest Charges</b>					
5690 Bank Service Charges	34.90	39.88	59.83	57.33	57.33
<b>Total 13. Bank and Interest Charges</b>	<b>\$ 34.90</b>	<b>\$ 39.88</b>	<b>\$ 59.83</b>	<b>\$ 57.33</b>	<b>\$ 57.33</b>
<b>Total Expenses</b>	<b>\$ 76,420.28</b>	<b>\$ 87,733.89</b>	<b>\$ 131,600.73</b>	<b>\$ 126,117.37</b>	<b>\$ 126,117.37</b>
<b>PROFIT</b>	<b>\$ 1,183,013.25</b>	<b>-\$ 91,694.44</b>	<b>-\$ 137,541.56</b>	<b>-\$ 131,810.67</b>	<b>-\$ 131,810.67</b>

Sunday, Jun. 25, 2023 09:35:49 a.m. GMT-7 - Accrual Basis



**TOTAL**

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0.00

0.00

68,475.41

55,526.25

36,014.76

502.00

496,247.22

9,075.28

101,838.70

250.00

7,621.81

6,736.25

423.95

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**\$ 782,711.63**

479,940.00

247.38

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**\$ 1,262,899.01**

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**\$ 1,262,899.01**

0.00

20,000.00

2,753.46

2,000.00

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**\$ 24,753.46**

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**\$ 24,753.46**

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**\$ 1,238,145.55**

0.00
0.00
76,862.67
46,649.58
1,037.40
<b>\$ 124,549.65</b>
2,195.03
5,531.99
11,626.11
1,107.02
5,563.95
2,321.87
<b>\$ 152,895.62</b>
1,388.52
0.00
2,556.58
13,640.64
2,498.98
<b>\$ 18,696.20</b>
41.92
0.00
301,180.23
2,793.54
<b>\$ 303,973.77</b>
0.00
1,685.43
597.64
8,834.90
880.27
<b>\$ 11,998.24</b>
0.00
19,600.07
326.06
919.87

481.85

419.37

568.11

7,366.51

2,610.50

3,107.55

4.59

326.69

477.93

2,264.33

4.40

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**\$ 38,477.83**

865.21

11,123.62

752.59

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**\$ 12,741.42**

0.00

1,648.01

4,578.52

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**\$ 6,226.53**

0.00

1,300.32

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**\$ 1,300.32**

0.00

249.27

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**\$ 249.27**

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**\$ 547,989.64**

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**\$ 690,155.91**

## **CPFF Policy**

### ***Authority to Commit and Approve Payment***

#### ***Purpose***

This policy describes the scope and limits to both commit CPFF to contracts and other commitments, and payment of CPFF expenses. It also describes requirements for procuring goods and services for CPFF.

#### ***Scope***

This policy applies to all expenditures, commitments and contracts entered on behalf of Canadian Pulmonary Fibrosis Foundation (CPFF), including contracts that do not involved an exchange of payments such as non-disclosure agreements or confidentiality agreements. Employees may only approve an expenditure or sign either a contract, or other commitment agreement, on behalf of CPFF in compliance with this policy.

#### ***Policy Statement***

#### ***Signing Authority***

The Board Chair, Executive Director and Foundation Staff, Treasurer, Vice Chair, Governance Chair, and Directors are granted Signing Authority within their area of responsibility on behalf of CPFF.

#### ***Authority to Commit and Approve Payment***

Authority to Commit and Approve Payment is granted to the positions within CPFF at the levels set out in the Authority to Commit and Approve Payment Limits Matrix within an individual's area of responsibility. Authorization Limits are per each transaction and the total cost of the transaction must be used to determine the position level holding the required Authority to approve the transaction. For greater clarity, transactions must not be divided or separated so as to appear as lesser amounts to avoid the Authority to Commit and Payment Authority limit that would otherwise apply to the transaction.

#### ***Delegations of Authority***

Authority to Commit CPFF to contracts or other commitments, may not be delegated.

Authority to Approve Payment may be delegated to an employee within the Organizational for which he or she holds budget responsibility. For greater clarity, Authority to Approve Payment cannot be delegated to a Contractor. Nothing in this policy is intended to prevent Contractors from being given authority to create Purchase Requisitions.

Delegations of Authority to Approve Payment must be done in writing and must be time-limited. No delegation of Authority to Approve Payment may be for longer than 24 months.

Sub-delegation of a delegated Authority to Approve Payment is not permitted.

#### ***General Provisions***

In an emergency, the Executive Director may exceed his/her Authority to Commit and Approve Payment Limit, subject to subsequent ratification by the Board. The Executive Director must seek Board ratification of emergency spending powers as soon as it is practicable.

Authority to Commit and Approve Payment is aligned with budget responsibility and cost centers. Employees with cost center responsibility have the obligation, on an ongoing basis, to manage and monitor expenditures to ensure expenditures remain within approved annual budget amounts.

**Context**

This policy sets out Authority to Commit and Payment Approval Authority for CPFF. The authorities set out in this policy are designed to meet strong governance practices, meet operational needs as well as ensures CPFF meets or exceeds government's fiscal requirements while maintaining Canada Revenue Agency guidelines and a focus on cost containment throughout the organization.

**Attachment**

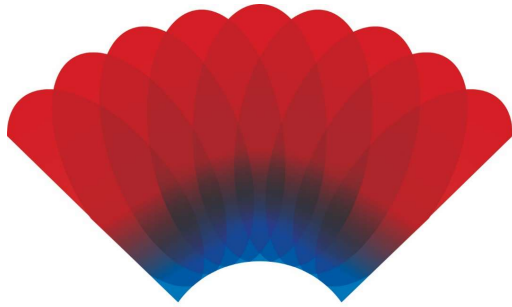
Authority to Commit and Approve Payment Limits Matrix

Authority to Commit Approve Payment Limits Matrix

Position	Contracts					Commitments	Payment (5)				
	Non-disclosure, Professional & Master Services Agreements (1)	Employment Contract (1) (2)	Budgeted Operating Expense (6) (8)	Unbudgeted Operating Expense (7) (8)	Capital Expenditure (7)	Guarantees, Loans, Joint Ventures, Letters of Credit & all other Undertakings (1)	Tax & Payroll Related (3)	Budgeted Operating Expense	Unbudgeted Operating Expense	Expense Accounts (4)	Expense Accounts (5)
Board	All	>\$50,000	>\$30,000	>\$10,000	>\$10,000	All	>\$30,000	>\$30,000	>\$10,000	>\$10,000	>\$5,000
Executive Director		\$50,000	\$30,000	\$10,000	\$10,000		\$30,000	\$30,000	\$10,000	\$10,000	\$5,000
Staff			\$1,000					\$1,000			

Notes

- (1) Require legal review
- (2) Limits apply to salaries per annum for employees two levels below the position indicated.
- (3) All payroll & tax related payments required Treasurer approval.
- (4) ED expense account to be approved by Board Chair. Board member expense accounts to be approved by Executive Director.
- (5) Board approval of payments requires approval by Treasurer and one of Board Chair, Vice-Chair or Committee Chair.
- (6) Budgeted operating expenses under \$30,000 can be sole-sourced to a qualified vendor (5 times per vendor). 2 proposals must be received for budgeted operating expenses greater than or equal to \$30,000.
- (7) 2 proposals from qualified vendors must be received for un-budgeted & capital expenses under \$30,000. 2 proposals must be received for un-budgeted operating & capital expenses greater than or equal to \$30,000.
- (8) Includes Master Service Agreement Purchase Orders & Work Orders



# Canadian Pulmonary Fibrosis Foundation

*Breathing should never be hard work*©

## Memorandum

To: Board of Directors  
From: Sharon Lee, Executive Director  
Date: July 13, 2023  
Subject: CPFF Banking Process

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### **Donations**

Payables and Project coordinators are the two individuals who oversee all the donations coming into CPFF.

Project coordinator manages the online portals, which CPFF is invoiced for a processing fee on each transaction.

- One Cause for DIY
- Canada Helps
- Benevity (The Canadian online Giving Foundation)
- PayPal
- United Way

Cheques are processed by Payables coordinator for donations coming from individuals, funeral homes, and corporations.

All deposits are supported by documents of where the funds are coming from which the information is then entered into QuickBooks by our Bookkeeper, and our database hosted by Canada Helps by Project coordinator. These are then reviewed by our auditors during their audit.

### **Grants**

BI and Roche have agreed to direct deposit their grants to CPFF into our bank account. It is always accompanied by documents stating the amount being granted and the specifics attached to the grant.

One time pharma grants are issued with a cheque and accompany by documents stating the amount being granted and the specifics attached to the grant.

### **Payables**

Payable coordinator is the individual that pays all CPFF's invoices, and when they are off on vacation, the Executive Director will make the payments.

The Board Chair and Treasurer also have access to CPFF's bank account and can make payments but by mutual agreement, they do not.

All reimbursements to Board Directors, staff, suppliers, and vendors are reviewed by the Executive Director, Treasurer or Board Chair accompany by documents stating the amount being reimburse and reason for the reimbursement. This is done via email, where the Executive Director sends the invoices to the Treasurer or Board Chair, copying Payables coordinator, so that when it is approved, they has a copy of the written approval. This approval is saved in case the auditors would like to review the process of the payments.

CPFF uses eTransfer payment method for invoices less than \$10,000 and anything over is paid with a cheque.

### **Payroll**

Payroll is usually adjusted once a year to reflect bonuses, salary increases and other benefits. This is usually done on August 1<sup>st</sup> which is the start of CPFF's fiscal year. CPFF uses ADP Payroll system for all staff payrolls through a direct deposit.

The email notification received from the Board Chair is sent to the Bookkeeper, notifying them of the bonuses, salary increases and other benefits for the Executive Director that has been agreed to by the Board via the recommendation from the Governance & Finance committee.

The same process is done by the Executive Director on behalf of staff for the Bookkeeper to make the necessary adjustments.

The email notifications are saved in the Bookkeeper folder for the auditors to review when they conduct their audit.

### **Recommendation for payroll**

CPFF Treasurer will review all payrolls documents which are produced bi-weekly or 26 times a year and saved in the Bookkeeper folder. The Bookkeeper copies the Treasurer, and Executive Director on each pay period for approval.



## **Donor Stewardship Coordinator**

### **Introduction**

The Donor Stewardship Coordinator is a strategic initiative that focuses on nurturing and maintaining strong relationships with the organization's donors. This proposal outlines the approach, target audience, and strategies for donor stewardship, with the goal of expressing gratitude, providing regular updates, and creating meaningful involvement opportunities for donors. By prioritizing donor stewardship, the organization aims to cultivate long-term partnerships, enhance donor satisfaction, and secure sustainable funding for its initiatives.

### **Job Description Refinement**

To ensure effective implementation of the Donor Stewardship Coordinator, the job description for the team responsible for donor stewardship, led by Sharon, will be fine-tuned based on board feedback. The refined job description will outline the responsibilities, skills, and qualifications required for the team members, emphasizing their role in building, and maintaining strong donor relationships, executing stewardship strategies, and facilitating meaningful engagement with donors.

### **Target Audience and Approach**

In addition to traditional pharma sponsors, the Donor Stewardship Coordinator will expand its target audience to include non-pharma healthcare organizations such as oxygen providers and equipment manufacturers. These organizations play a crucial role in supporting patients with pulmonary fibrosis and can be valuable partners in advancing the organization's mission.

The approach to engage non-pharma healthcare organizations will involve targeted outreach, relationship-building, and collaboration. By highlighting shared goals and mutual benefits, the organization will seek partnerships with these organizations, emphasizing how their involvement can make a tangible difference in the lives of pulmonary fibrosis patients. Customized strategies and messaging will be developed to address the specific needs and interests of potential non-pharma sponsors, ensuring meaningful and mutually beneficial partnerships.

### **Strategies for Donor Stewardship**

The Donor Stewardship Program will implement several key strategies to nurture relationships and enhance donor satisfaction:

- **Gratitude and Recognition:** Donors will receive personalized expressions of gratitude and recognition for their contributions. This may include personalized thank-you letters, certificates of appreciation, and acknowledgement in organizational communications and events.
- **Impact Updates:** Regular and transparent updates will be provided to donors, showcasing the impact of their contributions. This can include impact reports, success stories, and testimonials from patients who have benefited from their support.
- **Donor Engagement Opportunities:** Opportunities will be created for donors to actively participate in the organization's activities. This may include involvement in events, volunteer opportunities, advisory roles, and exclusive networking opportunities with key stakeholders.
- **Tailored Communication:** Donors will receive tailored communication based on their preferences and interests. This may include newsletters, email updates, and personalized invitations to events or meetings relevant to their areas of interest.

### **Measurements of Success**

The success of the Donor Stewardship Coordinator will be measured through various indicators, including:

- Donor retention rates: Tracking the percentage of donors who continue to support the organization over time.
- Increased engagement: Measuring the level of donor involvement and participation in organization activities and events.
- Feedback and satisfaction: Regular surveys and feedback mechanisms will assess donor satisfaction levels and their perception of the organization's stewardship efforts.
- Funding growth: Monitoring the increase in funding from existing donors and the acquisition of new donors as a result of effective stewardship strategies.
- Regular reporting on these measurements will enable continuous evaluation and improvement of the Donor Stewardship Program.

### **Conclusion**

The Donor Stewardship Coordinator plays a vital role in nurturing and maintaining strong relationships with donors, expressing gratitude, and ensuring their continued support. By expanding the target audience to include non-pharma healthcare organizations and implementing tailored strategies for donor stewardship, the organization can enhance donor satisfaction, secure sustainable funding, and forge meaningful partnerships. We seek the board's approval at the July meeting to proceed with the implementation of the Donor Stewardship Program and strengthen the organization's relationship with its donors.

## **CPFF Innovation Fund**

### **Introduction**

The CPFF Innovation Fund is a dedicated program designed to foster creativity, drive innovation, and support the development of cutting-edge solutions within our organization. This proposal outlines the structure, funding sources, expected value, management approach, purpose, funded activities, recipients, and measurements of success for the CPFF Innovation Fund.

### **Structure and Administrative Requirements**

The CPFF Innovation Fund will be structured as a dedicated fund within the organization, governed by a clear set of administrative requirements and guidelines. These guidelines will define the eligibility criteria, application process, and evaluation methodology for project proposals seeking funding from the Innovation Fund. An internal team will be responsible for managing the fund and ensuring compliance with the established guidelines.

### **Funding Sources**

At launch, the CPFF Innovation Fund will be initially seeded with an allocation from the organization's surplus funds, (\$1.4 million from TD bank (currently at \$1,763,776.17, will leave \$363,776.17 in the bank) and \$603,829.37 from BMO) with \$1 million grant from BI, a total of \$3,000,829.37. Over time, additional funding sources will be explored, such as external grants, partnerships, and potential contributions from philanthropic entities interested in supporting innovative initiatives. Efforts will be made to diversify and secure sustainable funding streams to ensure the long-term viability of the Innovation Fund.

### **Expected Value**

At launch, the CPFF Innovation Fund aims to allocate an initial budget of \$90,000 to support the first wave of innovative projects. The expected value of the fund will grow over time as successful projects generate returns on investment and attract external funding. As the fund expands, its impact on the organization's mission and vision will become increasingly significant, creating a culture of innovation, and enhancing our ability to tackle emerging challenges effectively.

### **Fund Management**

The CPFF Innovation Fund will be overseen by an Investment Committee comprising experienced professionals from relevant domains. The committee will be responsible for evaluating project proposals, selecting deserving recipients, and monitoring the progress and impact of funded initiatives. The fund will also have dedicated staff members who will assist in administering the fund, managing project milestones, and facilitating collaboration between recipients and relevant stakeholders.

### **Purpose**

The primary purpose of the CPFF Innovation Fund is to encourage and support the generation of fresh ideas, exploration of new approaches, and development of cutting-edge solutions within CPFF. By investing in innovation, we aim to stay ahead of the curve, address emerging challenges proactively, and maintain our position as a leader in our field. The Innovation Fund aligns with our Mission and Vision by fostering a culture of innovation and providing a platform for our employees to contribute to organizational growth and success.

**Activities Funded**

To start, the CPFF Innovation Fund will focus on funding one innovative project per funding cycle. This approach allows us to test the effectiveness of the fund and ensure that resources are allocated appropriately. The project selected for funding will be based on its potential to drive significant impact, demonstrate innovation, and align with the strategic objectives of CPFF.

**Recipients**

At launch, all CPFF employees will be eligible to submit project proposals for consideration. This inclusive approach ensures that innovative ideas can come from anywhere within the organization. Over time, as the fund expands and demonstrates success, opportunities for external partnerships and collaborations may be explored to further diversify the pool of recipients.

**Measurements of Success**

The success of the CPFF Innovation Fund will be measured through a set of key performance indicators (KPIs) aligned with its purpose and objectives. These may include metrics such as the number of projects funded, successful implementation and impact of funded projects, external funding attracted, employee engagement in innovation activities, and the overall contribution of the fund to organizational growth and mission fulfillment. Regular reporting on these KPIs will provide transparency, facilitate accountability, and enable continuous improvement of the Innovation Fund.

**Conclusion**

The CPFF Innovation Fund presents a unique opportunity to foster creativity, drive innovation, and develop cutting-edge solutions within our organization. By establishing a dedicated fund, we can support and encourage employees to generate fresh ideas, explore new approaches, and address emerging challenges proactively. The proposed structure, funding sources, management approach, purpose, funded activities, recipients, and measurements of success provide a solid foundation for the CPFF Innovation Fund. We request the board's approval at the July meeting to proceed with the establishment of the fund, enabling us to embark on this exciting journey of innovation and growth.

## **Patient Navigator Program**

### **Introduction**

The Patient Navigator Program is a vital initiative designed to support patients in navigating the complexities of healthcare systems and accessing the resources they need. This proposal outlines the scope, implementation approach, and parameters for the Patient Navigator Program, focusing on providing guidance, information, and advocacy to individuals facing healthcare challenges. The program will be led by Sharon and her team, working closely with healthcare providers, community organizations, and patients themselves to ensure a comprehensive and personalized support system.

### **Program Scope and Objectives**

The Patient Navigator Program aims to address the information and advocacy needs of individuals within the pulmonary fibrosis (PF) community and beyond. The program will focus on:

- Providing guidance and support to individuals facing healthcare challenges related to PF, including diagnosis, treatment, insurance, and access to support services.
- Offering accurate, reliable, and up-to-date information to patients and their families, helping them make informed decisions about their healthcare.
- Advocating on behalf of patients to ensure their needs are met, coordinating with healthcare providers and community organizations to address barriers and improve the overall healthcare experience.
- Supporting both individuals and PF support groups, providing resources and guidance to enhance the well-being and empowerment of patients within a community setting.

### **Implementation Approach**

To ensure the program's success without compromising CPFF's reputation for quality, the Patient Navigator position will be a paid non-medical role. This approach will ensure that the individual serving as the Patient Navigator possesses the necessary expertise, dedication, and time commitment to effectively support patients. Over time, as CPFF grows and the demand for patient support increases, trained volunteers can be considered as supplementary resources to expand the program's reach and impact.

To manage risks and maintain quality standards, the program will start small and gradually expand based on available resources and organizational capacity. A phased approach will allow for careful monitoring, evaluation, and adjustment of program parameters to ensure optimal effectiveness.

### **Parameters and Risks**

Setting clear parameters for the Patient Navigator Program is essential to maintain focus, manage risks, and ensure quality service delivery. The following parameters will be established:

- The program will initially focus on individuals affected by PF, but may extend support to other rare lung diseases in the future based on resource availability and organizational priorities.
- The Patient Navigator will adhere to established ethical guidelines, always maintaining patient confidentiality and privacy.
- To mitigate risks, the Patient Navigator will provide information and guidance within their scope of expertise, referring patients to appropriate medical professionals or resources for specialized medical advice.
- A comprehensive training and onboarding process will be implemented for the Patient Navigator to equip them with the necessary knowledge and skills to effectively support patients.

- Regular performance evaluations and patient feedback mechanisms will be put in place to ensure ongoing improvement and quality assurance.

### **Program Growth and Expansion**

As CPFF grows, additional resources will be allocated to support the Patient Navigator Program. This growth may include expanding the team by hiring additional Patient Navigators, recruiting, and training volunteers, and exploring technological solutions to enhance accessibility and reach. The program's expansion will be guided by the evolving needs of the PF community, available resources, and the organization's strategic objectives.

### **Measurements of Success**

The success of the Patient Navigator Program will be measured through various indicators, including:

- Number of patients supported and their feedback on the program's impact.
- Timeliness and effectiveness of patient advocacy efforts.
- Number of patients referred to appropriate resources and services.
- Growth and engagement of support groups facilitated by the Patient Navigator.
- Positive impact on patients' healthcare experiences and overall well-being.
- Regular reporting on these measurements will enable continuous evaluation and improvement of the Patient Navigator Program.

### **Conclusion**

The Patient Navigator Program fills a critical gap in supporting patients facing healthcare challenges, providing guidance, information, and advocacy to improve their overall healthcare experience. Starting small and expanding gradually, the program will serve as a trusted resource and advocate, enhancing the quality of care and support for individuals within the PF community. We seek the board's approval at the July meeting to proceed with the implementation of the Patient Navigator Program, ensuring that the PF community and beyond can benefit from this valuable initiative.

## **CPFF's Role in the Federal Government Rare Disease Fund**

### **Introduction**

The Federal Government Rare Disease Fund is an initiative dedicated to addressing the unique needs of individuals affected by rare diseases. Rare diseases often receive limited attention and research funding due to their uncommon nature. This proposal outlines CPFF's desired role in the Federal Government Rare Disease Fund, with a focus on representing the pulmonary fibrosis (PF) community's needs, collaborating with relevant organizations, advocating for funding allocation at the provincial level, and prioritizing specific PF projects.

### **CPFF's Desired Role**

CPFF aims to actively participate in the Federal Government Rare Disease Fund to ensure that the needs of pulmonary fibrosis patients are adequately represented. Our organization will collaborate with government agencies, medical professionals, and patient advocacy groups to effectively advocate for funding, research, treatment, and awareness campaigns related to PF and other rare lung diseases. CPFF will leverage its expertise, resources, and community connections to support the fund's goals and objectives.

### **Representing PF Community Needs**

To effectively represent the needs of the PF community, CPFF will focus on one to two PF-specific projects that address critical gaps in research, treatment, or patient support. These projects will be selected based on their potential to generate significant impact and benefit pulmonary fibrosis patients across Canada. CPFF will use the PF Patient Charter as a starting point to identify key areas of focus and ensure that the projects align with the community's priorities and aspirations.

### **Collaboration with CORD**

In efforts to avoid duplication and maximize effectiveness, CPFF will collaborate with the Canadian Organization for Rare Disorders (CORD) in policy creation and advocacy efforts. By working together, CPFF and CORD can leverage their respective strengths and expertise to create a unified voice for rare disease patients, including those affected by pulmonary fibrosis. This collaboration will streamline efforts, eliminate redundancies, and increase the overall impact of advocacy initiatives.

### **Advocacy for Funding Allocation at the Provincial Level**

Recognizing the importance of provincial funding, CPFF will focus on high-budget provinces such as Ontario and Quebec to ensure that the needs of pulmonary fibrosis patients are addressed adequately. CPFF will conduct thorough research to understand the specific needs and challenges faced by patients in each province. By actively engaging with provincial health authorities, policymakers, and relevant stakeholders, CPFF will advocate for the allocation of funds to support research, treatment, and awareness campaigns targeting pulmonary fibrosis.

### **Measurements of Success**

The success of CPFF's involvement in the Federal Government Rare Disease Fund will be measured through various metrics, including:

- Funding secured for PF-specific projects
- Positive policy changes and increased awareness of pulmonary fibrosis at the federal and provincial levels
- Collaboration and partnership with government agencies, medical professionals, and patient advocacy groups

- Improved access to treatment options for PF patients
- Enhanced support and resources available for the PF community
- Regular reporting on these metrics will provide transparency and allow for continuous evaluation and improvement of CPFF's efforts within the fund.

**Conclusion**

CPFF's involvement in the Federal Government Rare Disease Fund will enable us to effectively represent the needs of the pulmonary fibrosis community, advocate for funding at the provincial level, and collaborate with key stakeholders. By focusing on specific PF projects, leveraging partnerships with organizations like CORD, and prioritizing high-budget provinces, CPFF can make a significant impact in addressing the challenges faced by pulmonary fibrosis patients. We seek the board's approval at the July meeting to proceed with our desired role within the Federal Government Rare Disease Fund and work towards advancing the well-being of individuals affected by pulmonary fibrosis.





Canadian Pulmonary Fibrosis Foundation  
47 Squires Bakers Lane  
Markham, Ontario  
L3P 3G8  
[www.cpff.ca](http://www.cpff.ca)  
Charitable number: 850554858 RR0001

**Memo**

To: Board of Directors  
From: Sharon Lee, Executive Director  
Date: July 13, 2023

Subject: Approval of Etal Marketing Estimate - Oxygen Advocacy - Healthcare Professional Recruitment for O2 Survey

---

I am writing to inform you that the Advocacy and Patient Support committee has approved the estimate provided by Etal Marketing for the additional recruitment of healthcare professionals (HCP) for the Oxygen Advocacy - Healthcare Professional Survey.

The details of the approved estimate are as follows:

- Recruit an additional 60 HCP, including 20 respirologists, 40 general practitioners (GP), and respiratory therapists (RT).
- The cost for the Medical Practitioner Panel, covering recruitment, incentives, handling, and project management, has been approved at \$10,500.
- Pearl & Etal will handle panel coordination, survey hosting, data analysis, and report design for a cost of \$2,750.
- The estimated timeline for the project is five weeks, assuming no changes to the survey.

The committee acknowledges that the previous survey had bilingual participants from Quebec who completed the survey in English. However, it is recommended that we consider a French translation to further accommodate participants. The cost for the translation will be determined separately and invoiced at \$0.30 per word after the final English report is approved.

The approved subtotal for the estimate is \$13,250, and the estimated Harmonized Sales Tax (HST) of 13% amounts to \$1,722.50. Therefore, the committee has approved a total estimated cost of \$14,972.50 (CAD) for the project.

I thank the committee for their diligent review and discussion of the estimate from Etal Marketing. This approval enables us to proceed with the additional recruitment of healthcare professionals for the O2 Survey and further enhance the effectiveness of our advocacy efforts.

Sincerely,

Sharon Lee  
Executive Director



Et AI Info Inc.  
 416-402-7083  
 102 Deerhorn Cr.  
 Aurora ON L4G6S3

Prepared For  
 Sharon Lee  
 Canadian Pulmonary Fibrosis  
 Foundation  
 47 Squire Baker's Lane  
 Markham ON L4G 6S3

Estimate Date  
 06/26/2023

Estimate Number  
 0000196

Description	Rate	Qty	Line Total
6.2 Oxygen Advocacy - Healthcare Professional Recruitment for O2 Survey	\$13,250.00 +HST	1	\$13,250.00
6.2 Oxygen Advocacy - Healthcare Professional Additional Recruitment for O2 Survey			
- Recruit an additional 60 HCP (20 respirologists, 40 GP, RT)			
- Medical Practitioner Panel (recruit, incentive, handling, project management) \$10,500			
- Pearl & Etal (panel coordination, survey hosting, data analysis, report design) \$2,750			
Timeline 5 weeks (see below) Assumes no changes to the survey			
English survey - last round, we had bilingual participants from Quebec who completed the survey in English. See recommendation below in notes.			
French Translation TBC	\$0.00 +HST	1	\$0.00
French translation to be invoiced at \$0.30/word after final English report is approved			

Subtotal 13,250.00  
 HST (13%) 1,722.50  
 #851418574-RT0001

Estimate Total (CAD) \$14,972.50

Notes

#### Timeline:

Week 1 - Recruiting screener set up & deployment

Weeks 2 & 3 - Survey fieldwork

Week 4 - Data integration, stats testing & internal reporting

Week 5 - Updates to B4C Reports (O2 Access Report + Healthcare Professional Report)

#### French Recruitment

- We recommend recruiting bilingual professional participants from Quebec (as we did last time). They will complete the survey in English so we can save on translation fees for survey responses. Given we only need 8, we recommend getting bilingual participants so that we don't need to go through the expense of French translation and programming for a small number. If CPFF believes there are significant attitudinal differences between Francophone and Bilingual/Anglophone healthcare professionals, then we should have a French survey.

#### Terms

\$12,250 + HST to be invoiced immediately prior to project starting

\$1,000 + HST to be invoiced upon delivery of internal report

Memo

To: Board of Directors  
From: Sharon Lee, Executive Director  
Date: July 13, 2023  
Subject: Proposal for Approval - PF Month 2023 Planning Activities

---

I am pleased to present this proposal for the approval of PF Month 2023 planning activities. The proposed plan encompasses a range of initiatives aimed at raising awareness and supporting the pulmonary fibrosis (PF) community throughout the month of PF awareness. The details of the proposed activities and associated costs are outlined below:

**PF Month 2023 Planning Activities:**

- Consulting with clients on plans, theme design, and image creation.
- Cost: \$110,000.00 + HST

**PF Month Campaign Design:**

- Development of the theme, creation of images, and graphics.
- Cost: Included in PF Month 2023 Planning Activities.

**PF Month Web Content:**

- Creation of a new PF Month Community Walk Photo Gallery, categorized by city/town, enabling walk participants to upload photos.
- Updating the PF Month Pucker Challenge page with images and videos of people participating in the challenge.
- Updating the PF Month media page with new content related to community walks, proclamations, and declarations.
- Posting patient stories throughout September and October, featuring photos and interviews from community walks.
- Creating CPFF Community Walks e-cards using the current e-card tool.
- Updating the km thermometer on EventMobi and cpff.ca daily.
- Mentoring Roberto on EventMobi engagement plan.

**PF Month Video Editing - Webinars:**

- Editing of four educational webinars and one Paralympic Voices of Hope webinar, adding music, title cards, and editing blips.
- Posting edited videos on cpff.ca video library and resources library, including writing descriptions.
- Posting on YouTube, including writing descriptions and creating YouTube thumbnails.
- Social media promotion of each speaker/webinar by Roberto using provided templates.

**Half-Day Video Shoots with Film Crew:**

- Community walks video shoots in Ottawa, Calgary, Markham, Montreal, and Winnipeg.
- Cost: Included in PF Month 2023 Planning Activities.

**Photo Stories:**

- Photography, interviews, and stories at all community walks for posting on cpff.ca stories page and photo gallery throughout September and October.

**Support Group Meeting Meetups:**

- Survey for support group leaders.
- Creation of a support group leader meetup plan.

**Hope Breathes Here T-Shirt Design:**

- Cost: Included in PF Month 2023 Planning Activities.

**Event Participation:**

- Participation in 1-2 webinars.

**Public Relations:**

- Development of a PR plan, messaging, media list updates, media outreach, writing of media advisories, and press release.

**PF Month Final Report:**

- Preparation of a comprehensive final report detailing the outcomes and impact of PF Month 2023.

**PF Month Content:**

- Creation of PF month content as requested by the client.

**Government Relations:**

- Contribution to the development and implementation of the Government Relations plan.

**Pucker Up Around the World Video:**

- Creation of a 30-second video showcasing Canadian and global initiatives supporting the Pucker Up Challenge.

I recommend approving this proposal as it encompasses a comprehensive range of activities aimed at maximizing the impact of PF Month 2023. These activities will significantly contribute to raising awareness, supporting the PF community, and achieving our organizational goals.

Sincerely,

Sharon Lee  
Executive Director



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102 Deerhorn Cr.  
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Prepared For  
Sharon Lee  
Canadian Pulmonary Fibrosis  
Foundation  
47 Squire Baker's Lane  
Markham ON L4G 6S3

Proposal Date  
06/28/2023

Proposal Number  
0000197

Reference  
PF Month Activities

## Overview

This estimate outlines the activities that will take place during 2023 PF Month. Fees for each activity are ballparks and will be confirmed during the month of July.

## Activities/Deliverables

1. PF Month 2023 Planning
  - Planning of PF month activities, consulting with Clients on plans theme design, image creation
2. PF Month Campaign design
  - Theme, image and graphics
3. PF Month Web Content
  - Create new PF Month Community Walk Photo Gallery (categorized by city/town), enable walk participants to upload photos
  - Update PF Month Pucker Challenge page with images and videos of people doing the Pucker Up Challenge
  - UPDATE PF month media page - loading new content for community walks, proclamations & declarations
  - CREATE/ADD Patient Stories throughout September/October with photos & interviews from community walks (posting of stories)
  - CREATE CPFF Community Walks e-cards - Join me on my walk (virtual or live-walk) using current e-card tool
  - UPDATING km thermometer on EventMobi & [cpff.ca](http://cpff.ca) daily
  - Mentoring Roberto on EventMobi engagement plan
4. PF Month Video Editing - 4 Educational Webinars + 1 Paralympic Voices of Hope Webinar
  - Editing of PF Month Live Webinars (adding music, title cards, editing of blips) within 5 business days of live event
  - Posting on [cpff.ca](http://cpff.ca) video library + resources library including the writing of descriptions
  - Posting on YouTube includes writing descriptions and creation of YouTube Thumbnail
  - Social Media promotion - Roberto to promote each speaker/webinar on social media using the template
5. Half Day video shoots with film crew
  - Community Walks: Ottawa (Tina F & crew), Calgary (Tina F & crew), Markham (Tina F/Tina G & crew), Montreal (Tina G and crew)

- Winnipeg Educational Forum (Tina F & crew)
- 6. Photo Stories - photography & interviews at community walks
  - Photographer + interviews + stories at all community walks for posting on [cpff.ca](http://cpff.ca) stories page + photo gallery during throughout September and October
- 7. Support Group Meeting Meetups
  1. Survey for support group leaders
  2. Creation of Support Group leader meet up plan
- 8. Hope Breathes Here T-shirt Design
- 9. Event Participation - participation in 1-2 webinars
- 10. Public Relations - PR plan, messaging, media list update, media outreach, writing of media advisories and press release
- 11. PF Month Final Report
- 12. PF Month Content - creation of PF month content as requested by client
- 13. Government Relations - weighing in on Government Relations plan
- 14. Pucker Up Around the World Video
  - :30 second video with snippets of all the Canadian and global initiatives supporting pucker up challenge

## Notes

- Social media (organic and paid) to be covered under Social Media Budget
- Community walk food, loop bags, distribution of merchandise etc. to be covered under Patient Support budget
- Facilitation of patient/caregiver groups to be covered under Patient Support budget

## Pricing

Description	Rate	Qty	Line Total
4.1 PF Month 2023	\$110,000.00	1	\$110,000.00
4.1 PF Month 2023 Activities	+HST		
	Subtotal		110,000.00
	HST (13%)		14,300.00
	#851418574-RT0001		
	<b>Proposal Total (CAD)</b>		<b>\$124,300.00</b>

## Terms

50% to be invoiced prior to start of project  
 50% to be invoiced upon delivery

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Sharon Lee, Canadian Pulmonary Fibrosis Foundation

