

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 July 8, 2022 Board Meeting: K. Morrison <ul style="list-style-type: none"> • Motion to accept the minutes of July 8, 2022 	3:05 pm	3:07 pm
6	CPFF Reports <ul style="list-style-type: none"> • CPFF Financials (June 2022): V. Pringle & S. Lee • 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"> • Proposed Board Candidates: R. Protti <ul style="list-style-type: none"> ○ Motion to approve of the Board Candidates as recommended by the Governance & Finance committee • John Dinner: M. Martin <ul style="list-style-type: none"> ○ Board Manual ○ Policy Updates • November 4, 2022 Board Meeting: M. Martin & S. Lee • December 2, 2022 CPFF Virtual/In person open house: S. Lee & M. Martin 2. Advocacy & Support: M. Ashcroft & H. Smith 	3:07 pm	4:55 pm

#	Agenda Item	Time Allocated	Planned End Time
	<ul style="list-style-type: none"> • Advocacy & Support Committee recommendation on Government Relations (GR) <ul style="list-style-type: none"> ○ Motion to approve of General Service Agreement with Puneet Luthra’s services – PSL Government Relations (\$125 per hour + HST) up to 10 hours a month • Support Group Swag and Conference <p>3. Communications & Fundraising: T. Georgieff & T. Hunter</p> <ul style="list-style-type: none"> • Patient & Caregiver Survey • Website Update • One Cause • Event Mobi app <p>4. 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 September 9, 2022 (Frist Friday is before Labour Day) Friday October 7, 2022 Friday November 4, 2022 (Face-to-Face in Vancouver, BC) Friday December 2, 2022 (Second Community Stakeholders Virtual Open House)</p>	4:55 pm	4:58 pm
9	Adjournment	5:00 pm	



Canadian
Pulmonary
Fibrosis
Foundation

Board Minutes

Held via ZOOM

On Friday July 8, 2022

Commencing at 3:00 pm EST

Present: Kirk Morrison, Chair
Verity Pringle, Treasurer
Sharon Lee, Executive Director
Todd Georgieff, Communications Chair
Moyra Martin, Vice & Governance Chair
Ray Protti
Dr. Holly Smith
Dr. Gokul Vidyasankar (joined @ 3:06 pm)

Guest(s): None

Regrets: Ranjena Maloni
Tom Hunter, Fundraising Chair
Mark Ashcroft, Advocacy & Support 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 June 3, 2022 Board Meeting

It was moved and seconded,
That the minutes of June 3, 2022 be approved.

Carried.

CPFF Financials

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V. Pringle reviewed the financials reports. She reported that was nothing concerning to report and that CPFF continues to be sitting on a healthy surplus. She also reported that CPFF has received \$15,000 in donations from other charities as of end of May.

S. Lee presented BMO's advice for investing the \$500,000 cash reserves currently sitting in the high-interest savings account, which entails a laddered investment strategy into 1-, 2- and 3-year GICs at competitive rates.

It was pointed out that CPFF currently has \$1,500,000 sitting in the checking account, and that the cash reserves shouldn't be needed in the next 2 years.

Motion to approve investment of the \$500,000 cash reserve

It was moved and seconded,

That the \$500,000 cash reserve, currently sitting in the high-interest savings account, may be invested with a laddered GIC investment strategy, while allowing the ED and the Treasurer to decide the split at a later date.

Carried.

Executive Director Report

Pharma – BI & Roche

S. Lee mentioned that:

- \$90,000 have been received from Roche in June to fund a fellowship during FY22-23.
- \$205,000 will be received from BI (which includes \$140,000 from their marketing budget, \$60,000 for a project with McMaster University and \$5,000 to fund a support group in Windsor).
- She will be meeting with BI's global company to make the \$3,000,000 ask, as BI Canada does not have the funding to provide it.
- She is working with BI to fund various projects.
- She is working with Jamp to receive funding for our September campaign.
- She has been in contact with Sandoz to receive funding from them as well.

2022 Hope Breathes Here

S. Lee provided an update on the community events that will be happening across the country:

- Oriana Smith (Ladysmith, BC), daughter of H. Fish and marathon runner, will encourage people to walk 1 KM per day.
- André Moran Macdonald (BC), son of respirologist Onofre Moran Mendoza and IPF resident at St. Paul's Hospital in Vancouver, will take part in Subaru Ironman Canada's event in Penticton on August 28th.
- The Clarke Family (Calgary, AB) will host a walk in Edworthy Park on September 10th.
- Rob Garbutt (Winnipeg, MB) will walk with interested parties in the community when, and if, his health allows it.
- Heather Davidson (Markham, ON) will host a walk in Toogood Pond Park on September 11th.
- T. Georgieff (Montreal, QC) and his wife, Nadine, will host a walk in Angrignon Park on September 17th with R. Zapata's support.

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- John Dennis (Halifax, NS) has expressed that he would like to continue his ride at the end of July, despite his health issues.

It was decided that K. Morrison will be touching base with John Dennis in regards to his plans for riding again to raise fund for the “I Ride for You and Me” Campaign at the end of July as the Board has concerns.

S. Lee also provided an update on the webinars currently lined up, which will take place on Wednesdays or Thursdays during the month of September from 1:30 PM to 3:30 PM EST:

- Nutritionist Tracey Reed will present on Anti-inflammatory Diet for PF
- Dr. Richard Allen will present on The Genetics of PF
- Dr. Marcelo Cypel will present on Creating Universal Blood-Type Organs for Transplant
- Karine Diedrich from CHPCA will present on Advance Care Planning
- T. Georgieff will present on Clinical Trials

KPIs for Organization

It was agreed that for the Project Coordinator role, the KPIs are a reflection of how well the ED gets him to help her do the work.

Motion to approve the Organizational KPIs

It was moved and seconded,

That the KPIs presented be adopted for FY22-23.

Carried.

Governance & Finance Report

Board Applicants

R. Protti mentioned that 4 out of the 5 interviews for the retained candidates have been completed, and the last one will take place on July 17th. He added that a report and recommendations will be available for the Governance & Finance committee members to review at the July 20th meeting.

John Dinner

M. Martin mentioned that she has not received all the document back from J. Dinner yet. She will send them across once she has received them all before passing a motion to approve them.

She added that the following documents will be held back from approval until further review and revision is undertaken:

- Procurement Policy
- Patient Support Guidelines
- Volunteer Management Policy
- Support Groups Policy

Motion to approve the merging of the Communications and Fundraising

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It was moved and seconded,

That the Communications and Fundraising committees be merged.

Carried.

Motion to approve the co-chairing of a CPFF committee

It was moved and seconded,

That the co-chairing of a CPFF committee be approved.

Carried.

Motion to approve the co-chairs of the Communications and Fundraising committee

It was moved and seconded,

That T. Georgieff and T. Hunter be approved as co-chairs of the Communications and Fundraising committee.

Carried.

Motion to approve the co-chairs of the Advocacy and Support committee

It was moved and seconded,

That M. Ashcroft and H. Smith be approved as co-chairs of the Advocacy and Support committee.

Carried.

Motion to approve Board Manual Table of Contents and the Director Orientation Procedures

It was moved and seconded,

That the Board Manual Table of Contents and the Director Orientation Procedures documents be approved.

Carried.

December Virtual Open House

Given the current state of airports across the country, the Board discussed the possibility of making this a virtual event, rather than a hybrid one as initially planned.

After a lengthy discussion, it was decided that this event will be held virtually.

Additionally, it was decided that the November Board meeting will be held in person in Vancouver, as it would benefit the Board members to see each other face-to-face.

Advocacy & Support Report

There is not a lot to report until M. Ashcroft and H. Smith can meet.

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It was pointed out that, despite Yukon and Nunavut not yet coming on Board for the coverage of nintedanib for all PF-ILD patients, the majority of the Canadian population is covered, as the NIHB covers the majority of the residents from those territories.

S. Lee mentioned that a Thank You campaign is being set up for August to thank the provincial and territorial governments of their commitment.

Communications Report

Website, OneCause and EventMobi App Updates

T. Georgieff presented the website progress, which gave the Board an idea of the look and feel of it, as well as the experience people will get when visiting it.

The feedback from the Communications committee to Etal was that the website is well balanced; it has a lot of information yet it does not feel overwhelming.

Board members are encouraged to advise the Communications committee if there's any information that's glaringly missing that could be included in the future.

The website is currently on track to go live on August 1st, as scheduled.

T. Georgieff presented further progress on:

- Hope Breathes Here page
- Pucker Up challenge
- OneCause page
- Eventmobi page
- PF Month Event assets

It was pointed out that the DIY Fundraising toolkit will allow concerned parties to set up their fundraiser more easily.

S. Lee mentioned that the CPFF Shop will be set up very shortly.

Patient and Caregiver Survey Update

T. Georgieff mentioned that the number of submissions is similar to the 2020 version of the survey, despite this version being longer (639 vs. 641). Social media and advertising helped at the end after a slow start to the submissions.

Fundraising Report

There are no updates.

MAB Report

There are no updates.

Adjournment

The meeting was adjourned at 4:25 pm EST.

Next CPFF Board meeting will be held on August 5, 2022.

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Certified correct,

SIGNATURE TO BE INCLUDED

Kirk Morrison
CPFF Board Chair