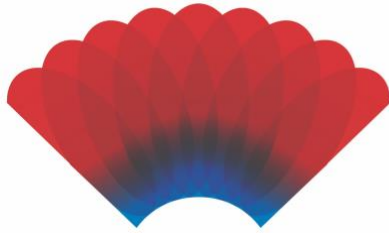


AGENDA

#	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 September 9, 2022, Board Meeting: K. Morrison <ul style="list-style-type: none"> • Motion to accept the minutes of September 9, 2022 	3:05 pm	3:07 pm
6	CPFF Reports <ul style="list-style-type: none"> • CPFF Financials (August 2022): V. Pringle & S. Lee • Executive Director Report: <ul style="list-style-type: none"> • 2022 HBH Update • CPFF Committee Reports: <ul style="list-style-type: none"> • Governance & Finance: M. Martin <ul style="list-style-type: none"> • November Board meeting – Face-to-Face • December CPFF Virtual/Face-to-Face Open House • Advocacy & Support: M. Ashcroft & H. Smith <ul style="list-style-type: none"> • GR • Communications & Fundraising: T. Georgieff & T. Hunter <ul style="list-style-type: none"> • 2022 Surveys <ul style="list-style-type: none"> ○ Patient & Caregiver update ○ Healthcare professionals survey ○ Oxygen provide survey • Website Update • Global Heroes – National Digital & Print Media in BC & ON 	3:07 pm	4:55 pm

#	Agenda Item	Time Allocated	Planned End Time
	<ul style="list-style-type: none"> • HBH Update <ul style="list-style-type: none"> ○ Funds Raised ○ KMs Walked ○ Greetings (Premiers & Healthcare Ministers) • Medical Advisory Board (MAB): C. Fell & G. Vidyasankar 		
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 November 4, 2022 (Face-to-Face in Vancouver, BC)</p> <p>Friday December 2, 2022 (Second Community Stakeholders Virtual Open House)</p> <p>Friday January 13, 2023 (Board Meeting & AGM)</p> <p>Friday February 3, 2023</p> <p>Friday March 3, 2023</p>	4:55 pm	4:58 pm
9	Adjournment	5:00 pm	



Canadian Pulmonary Fibrosis Foundation

Board Minutes

Held via ZOOM

On Friday September 9, 2022

Commencing at 3:00 pm EST

Present: Kirk Morrison, Chair
Verity Pringle, Treasurer (joined @ 3:20 pm)
Sharon Lee, Executive Director
Todd Georgieff, Communications & Fundraising Co-Chair
Mark Ashcroft, Advocacy & Support Co-Chair
Moyra Martin, Vice & Governance Chair
Dr. Holly Smith, Advocacy & Support Co-Chair
Dr. Gokul Vidyasankar (joined @ 3:26 pm)
Ray Protti (joined @ 3:38 pm)
Ranjena Maloni
Winston Fiander
Nicole Hilliard
Derek Martin (left @ 3:15 pm)

Guest(s): Dr. Charlene Fell (joined @ 3:36 pm)

Regrets: Tom Hunter, Communications & Fundraising Co-Chair
Peter Kleinstiver

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 August 5, 2022, Board Meeting

CPFF Board Minutes of September 9, 2022

It was moved and seconded,
That the minutes of August 5, 2022, be approved.

Carried.

Introductions

Directors and staff introduced themselves for the sake of the new members.

CPFF Financials

V. Pringle mentioned that there's a healthy flow of donations considering the current economic landscape and that there is nothing else to report.

Executive Director Report

S. Lee gave an update on Hope Breathes Here (HBH) program.

- Webinar session have been confirmed and each presenter has waived their presentation fee.
 - Tracey Reed – Nutrition
 - Dr. Cypel – Universal Organ Transplant
 - Audrey Bond – Health Apps
 - Dr. Kerri Johansson & Dr. Amanda Grant-Orser – DNA & PF
 - Dr. Richard Allen – Genetics of PF
 - Karine Diedrich – Advance Care Planning
 - Todd Georgieff – Clinical Trials
- Launch of Caregiver support group which will be professionally facilitated by John Chan
- Greetings from Premiers and Health Ministers from across Canada

Pharma Update

S. Lee will be attending BI's Clinical and Medical conference in Prague, Czech Republic. This will give her the opportunity to meet with the Global Heads and discuss CPFF's \$3 million request for our Innovation Fund. S. Lee will also be presenting and conducting a workshop on Diversity, Equity and Inclusion (DEI) and how it can support clinical trials. She has presented on DEI throughout Rotary and other areas in bringing the value DEI brings to the organization and their projects.

S. Lee is trying to connect with Kimberley Crespo who has replaced Naomi Eterman (off on maternity leave). S. Lee is trying to leverage her Global connects to maintain CPFF's relationship with Roche for our next grant request.

Governance & Finance Report

Motion: Appointment of Directors as signing officers

It was moved and seconded,
**Verity Pringle, Treasurer, Tom Hunter, Co-Chair of Communications and Fundraising,
and Roberto Zapata be appointed as signing officers.**

Carried.

It was confirmed that one of the two signatures must be a Director of CPFF.

CPFF Board Minutes of September 9, 2022

It was moved and seconded,
Heather Davidson be removed as signing officer.
Carried.

It is to be noted that CPFF Directors and staff recognize and appreciate H. Davidsons and her contributions of time, energy, thoughtfulness and commitment to her role over the last 14 years.

Board Manual

M. Martin mentioned that a discussion with Etal Marketing and the possibility of creating the CPFF Handbook is currently underway. They are looking into several formats and quotes for the CPFF Board to review.

Motion: Policies to be Approved

The following policies have been vetted through the Governance Committee and committee members as required.

- Ad Hoc Committee Policy
- CPFF Advocacy and Support Committee Terms of Reference
- Governance and Finance Committee Terms of Reference
- Communications and Fundraising Committee Terms of Reference
- Board and Committee Chair Nomination Process
- CPFF Board of Directors Mandate
- CPFF Board Recruitment Policy
- Document Management Policy
- CPFF Staffing Policy
- Travel and Expense Policy
- CPFF Executive Director Role Description and Oversight
- Roles and Responsibilities of the CPFF Board of Directors

It was moved and seconded,
That the aforementioned policies be approved.
Carried.

Policies to be Updated

The following policies require on-going work:

- MAB
- Procurement
- Support Group
- Patient support Group Guidelines
- Volunteer Policy (in revision)

CPFF Board Minutes of September 9, 2022

Policies Already Approved

As a reminder, the following policies have been previously approved:

- Confidentiality Agreement
- Code of Conduct (Board, Employees and Volunteers)
- Conflict of Interest
- CPFF Individual Board Member mandate

CPFF Request Application form

John Dennis

The Board discussed J. Dennis' request.

It was confirmed that CPFF does not own the copyright for the "Because breathing should never be hard work" catchphrase. It was copyrighted by Davidson family and the copyright was passed to H. Davidson when R. Davidson passed away. CPFF were given a letter from H. Davidson allowing the Foundation to use it.

It was pointed out that there are legal issues on using CPFF's logo and that further research is needed before anyone outside of CPFF is allowed to use it.

In summary, the Board agrees that they will not allow the use of CPFF's logo on the T-shirts, that T-shirts will not be included on CPFF's store, that a mention regarding the sale of the T-shirts can be included in the newsletter and that J. Dennis must take full ownership and responsibility for the sale and distribution of the T-shirts.

Marlene Bryenton

The Board shortly discussed M. Bryenton's request, including legal ramifications, which shared similarities with the previous request.

The Board agrees that they will not allow the use of CPFF's logo on the book, that the book will not be included on CPFF's store, that no funding will be provided to publish the book, that the book will not be publicized on CPFF's social media, that a mention of the sale of the book can be included in the newsletter and that CPFF would gladly accept donations.

Advocacy & Support Report

Advocacy Campaign/GR Update

M. Ashcroft mentioned that a letter will be sent to Ministers of Health and Premiers asking them to get involved with PF Month to help raise awareness. Furthermore, he also mentioned that a campaign through NewMode will take place asking the community to send a message to their MPP/MLA also asking them to get involved.

Winnipeg Support Group

The Winnipeg Support Group is holding a in person conference for 175 attendees on Sept 13th. Due to the time constraints, the following email motion was passed between Board meetings.

CPFF Board Minutes of September 9, 2022

It was moved and seconded,
That CPFF sponsor the Winnipeg Support Group conference to be held Sept 13th with a monetary donation not to exceed \$2100 and provide 175 pens and bracelets as giveaways.

Carried.

Communications & Fundraising Report

Hope Breathes Here Campaign

T. Georgieff asked the Board to:

- interact and share with the social media posts for PF Month in order to increase their reach and impact.
- Take a picture doing the Pucker Up Challenge and post on social media.
- Record their KMs on the app.

It was pointed out that disclosures should be included in speakers' presentation mentioning that CPFF does not endorse the products/treatments being discussed, on top of having presenters disclose any conflicts of interest.

Montreal Walk for PF

T. Georgieff furthermore gave an update on the Montreal Walk for PF, which currently had trouble getting registrations and which missed out on an opportunity to be promoted on CTV News. However, the CTV News spotlight can still take place in October, during which the news anchor would interview an ILD respirologist in Montreal.

Patient & Caregiver Survey Results

T. Georgieff mentioned that the high-level survey results are already available on the CPFF website through the infographic.

Motion: CanadaHelps Donor Management System (DMS)

It was moved and seconded,
That CanadaHelps DMS will be used as CPFF's main Donor Management System.
Carried.

Motion: GrantAdvance Grant-Writing Software

It was moved and seconded,
That GrantAdvance will be used as a grant intelligence platform with the understanding that it will require additional resources for completion.
Carried.

MAB Report

Nothing to report.

Adjournment

The meeting was adjourned at 4:43 pm EDT.

CPFF Board Minutes of September 9, 2022

Next CPFF Board meeting will be held on October 7, 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