

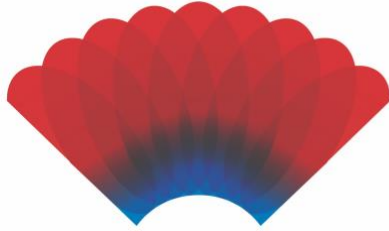
AGENDA

#	Agenda Item	Time Allocated	Planned End Time
	Thursday November 3, 2022		
	Sharon Lee: 416-903-6925 Roberto Zapata: 905-294-7645		
	Element Vancouver Metrotown – Check-in is at 3 pm 5988 Willington Avenue, Burnaby, BC, V5H 2A7 (604-564-3696)	3 pm	
	Board Dinner @ Trattoria Burnaby (next to hotel) 4501 Kingsway Suite 102, Burnaby, BC V5H 0E5 (604-424-8779), confirmed by Timmy. Reservation under the name of Canadian Pulmonary Fibrosis Foundation	7:00 pm	9:30 pm
	Friday November 4, 2022 – Room: Evergreen B		
	Breakfast @ 7:30 am (Guests are welcome)	7:30 am	8:45 am
	Meet in Lobby for Taxis to St. Paul's Hospital 1081 Burrard Street, Vancouver, BC V6Z 1Y6 Conference Room 4/5, Level1, Providence Building, (604-677-3734 for security to open doors)	8:45 am	9:30 pm
	Presentation by Dr. Chris Ryerson, Alec Campbell (2022 Fellow), Alyson Wong (2018 & 2019 Fellow), Daniel Marinescu (2020 & 2021 Fellow)	9:45 am	11:45 am
	Taxis back to Element Vancouver Metrotown	12 noon	12:45 pm
	Room: Evergreen B for Lunch (Guests are welcomed): Soup, Salad & Sandwich	1:30 pm	2:30 pm
	Room: Evergreen B for Board Meeting		

#	Agenda Item	Time Allocated	Planned End Time
	Procedural/Consent Items		
1	Call to Order: K. Morrison	2:30 pm	2:31 pm
2	Introductions and Welcome Remarks: K. Morrison	2:01 pm	2:02 pm
3	Approval of Board Agenda and Call for Other Business: K. Morrison	2:02 pm	2:03 pm
4	Declarations of Conflict of Interest: K. Morrison	2:03 pm	2:05 pm
	Discussion and Action Items		
5	Minutes of October 7, 2022, Board Meeting: K. Morrison <ul style="list-style-type: none"> Motion to accept the minutes of October 7, 2022 	2:05 pm	2:07 pm
6	CPFF Reports <ul style="list-style-type: none"> CPFF Overview: K. Morrison, M. Martin & S. Lee <ul style="list-style-type: none"> History of CPFF: M. Martin CPFF Structure: K. Morrison <ul style="list-style-type: none"> 2015 Carters Report Strategic Plan Review: S. Lee <ul style="list-style-type: none"> Plan Review Discussion and approval of draft Mission and Vision statement from May Board Retreat 2022-2023 Business Plan Overview Coffee/Bio Break @ 3:30 pm CPFF Financials: V. Pringle & S. Lee <ul style="list-style-type: none"> September 2022 Financials Banking: Re: Heather Davidson Procurement and Master Service Agreements Innovation Fund Update and Discussion 	2:07 pm	5:00 pm
	Cocktails & Dinner in Room: Evergreen B (Guests are welcome): Stay Whole Dinner Buffet	6:30 pm	9:00 pm
	Saturday November 5, 2022 – Room: Evergreen B		

#	Agenda Item	Time Allocated	Planned End Time
	Breakfast @ 8:00 am (Guests are welcome)	8:00 am	9:00 am
6	<p>CPFF Reports</p> <ul style="list-style-type: none"> • CPFF Committee Reports: <ul style="list-style-type: none"> • Governance & Finance: M. Martin <ul style="list-style-type: none"> • Board of Directors Makeup • Terms & Planned departures and succession • Board Manual and Policy Updates • December CPFF Virtual/Face-to-Face Open House • AGM Date and Activities • Coffee/Bio Break @ 10:00 am • Advocacy & Support: M. Ashcroft & H. Smith <ul style="list-style-type: none"> • GR and Support updates • 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 • HBH Update <ul style="list-style-type: none"> ○ Funds Raised ○ KMs Walked ○ Greetings (Premiers & Healthcare Ministers) • Medical Advisory Board (MAB): C. Fell & G. Vidyasankar 	9:31 am	11:55 pm
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 December 2, 2022 (Second Community Stakeholders Virtual Open House) plus Luncheon to honor Heather Davidson</p> <p>Friday January 13, 2023 (Board Meeting & AGM)</p>	11:55 pm	11:58 pm

#	Agenda Item	Time Allocated	Planned End Time
	Friday February 3, 2023 Friday March 3, 2023		
9	Adjournment	12:00 pm	
	Lunch in Evergreen Room (Guests are welcome) : Italian Buffet		
	Sharon, Roberto, Ranjena, Verity, and Ray Depart	1:00 pm	



Canadian Pulmonary Fibrosis Foundation

Board Minutes

Held via ZOOM

On Friday October 7, 2022

Commencing at 3:00 pm EDT

Present: Kirk Morrison, Chair
Verity Pringle, Treasurer
Sharon Lee, Executive Director
Todd Georgieff, Communications & Fundraising Co-Chair (joined @ 3:08 pm)
Tom Hunter, Communications & Fundraising Co-Chair (joined @ 3:40 pm)
Mark Ashcroft, Advocacy & Support Co-Chair
Moyra Martin, Vice & Governance Chair
Dr. Holly Smith, Advocacy & Support Co-Chair
Ray Protti
Ranjena Maloni
Nicole Hilliard (joined @ 3:14 pm)
Derek Martin

Guest(s): Dr. Charlene Fell

Regrets: Dr. Gokul Vidyasankar
Peter Kleinstiver
Winston Fiander

Minutes: Roberto Zapata

Call to Order

The meeting was called to order by K. Morrison.

Introductions and Welcome

K. Morrison welcomed everyone.

Approval of the Board Agenda

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

Carried.

Declarations of Conflict of Interest

There were no declarations of conflict.

Minutes of September 9, 2022 Board Meeting

It was moved and seconded,

CPFF Board Minutes of October 7, 2022

That the minutes of September 9, 2022 be approved.

Carried.

CPFF Financials

The financials are presently skewed due to PF Month donations missing, but with most of its related expenses already accounted for. Grants to charities are also considerable due to fellowships being recently paid out.

It was specified that the donations received during John Dennis' June bike ride, which are counted in the PF Month total, were accounted for in the previous fiscal year.

Executive Director Report

PF Month

S. Lee presented the results for PF Month, which included:

- \$111,517 raised (including CC fees)
- 7,286 KM walked
- 25 teams and 214 people registered

Avonmore Berry Farm Fundraiser

The Avonmore Berry Farm, which raised \$8,000 for CPFF in August, would like to work alongside CPFF to continue doing a yearly event.

Potential Corporate Fundraiser

Salvatore Ciccarella, son of deceased PF patient Franco Ciccarella, and his employer would like to piggyback off of an existing CPFF fundraising campaign.

DIY Fundraisers - OneCause

Starting November, the PF community will be allowed to hold their own DIY fundraiser, of any size, through the OneCause platform.

Caregiver Support Group

The Caregiver support group will continue meeting bi-weekly on Mondays at 7PM ET. The first meeting under this new format will take place on October 17th.

Boehringer Funding

Boehringer Global has informally agreed to contribute \$1,000,000 to a fund, if Boehringer Canada and CPFF manage to match that amount. Furthermore, CPFF will be slowly merged into the clinical research funding department, away from the fading marketing department.

S. Lee added that she will go into their Canadian HQ to take pictures with the CPFF T-Shirts and doing the Pucker Up challenge.

So far, about \$140,000 of funding have been secured from Boehringer. They have offered additional funding, around \$40,000, to S. Lee to find a project to invest in. Additionally, CPFF would receive \$90,000 next calendar year to continue the Patient Stories series.

CPFF Board Minutes of October 7, 2022

CPFF Fellowships

It was pointed out that CPFF fellows never mention or acknowledge CPFF during their fellowship. It was mentioned that this has been worked into the contract stipulations as of the last round of fellows, but that it would not be a bad idea to remind fellows to give CPFF credit, as they simply forget at times.

Furthermore, it was pointed out that Boehringer and Roche have recently inquired about how fellowships are being paid out, as they pay for projects and not salaries. The Board discussed this topic at length, as it presents a very serious risk to lose funding fast.

It was specified that fellows need to have 70% of their time protected for research, as stipulated by their contract.

It was pointed out that corporate regulations change year-to-year and it may be why it is just now becoming a problem, despite the several years of funding already received.

The Board agrees that some wordsmithing may be needed to make sure that fellowships continue satisfying Boehringer and Roche's regulatory requirements. Furthermore, N. Hilliard and D. Martin are to be sent copies of the CPFF Fellowships agreements for review.

Governance & Finance Report

CPFF Policies

The Support Group policies are being worked on by H. Smith and M. Ashcroft.

The Harassment policy will be included in the next round of reviews.

M. Martin will discuss with T. Finelli from Etal Marketing about getting a CPFF handbook created.

December Face-to-Face Meeting

H. Davidson has been booked to attend. K. Morrison and M. Martin will be attending. Sponsors and MAB members from Ontario have been invited.

The event will be promoted as soon as it is set up.

Advocacy & Support Report

With the September committee meeting having been cancelled, there is little to report, beyond the Support Group and Convention Funding policies being worked on.

Premier & Health Ministers Greetings

Work alongside Puneet continues in order to thank, and build a relationship with, the Premiers and Health Ministers that sent their greetings.

Communications & Fundraising Report

Patient and Caregiver Survey Report

A detailed report for the Patient and Caregiver survey ought to ready to be shared by the Friday of the week following the Board meeting.

CPFF Board Minutes of October 7, 2022

A Board member inquired as to whether the survey results were available both in French and English. As they're only presently available in English, it was urged that they need to be available in both languages, or at least provide a valid reason as to why it is not.

Surveys for Oxygen Providers and Respiriologists

The surveys for oxygen providers and respirologists are ready to go out.

Global Heroes – Motion

It was proposed that CPFF invest \$5,000 to be featured in Global Heroes, a national digital and print magazine that is popular in British Columbia and Ontario, during the month of December in order to support the Holidays' Fundraising campaign.

It was moved and seconded,

That \$5,000 be invested to feature CPFF in a Global Heroes digital and print magazine article during the month of December.

Carried.

Next CPFF Staff

It was pointed out CPFF's next hire ought to specialize in the stewardship of donors and volunteers. It was proposed that this would start as a part-time role, and build into a full-time role as CPFF grows. The employee would steward small to medium range donations, while S. Lee continues to steward sponsors and larger donors.

MAB Report

C. Fell mentioned that there was a new member in the MAB.

CPFF Fellowships Funding

It was confirmed that funding for one of the two upcoming fellowships has been secured from Roche, to the tune of \$90,000. Funding from Boehringer is yet to be confirmed.

Adjournment

The meeting was adjourned at 4:13 pm EDT.

Next CPFF Board meeting will be held on November 4, 2022.

Certified correct,



Kirk Morrison
CPFF Board Chair