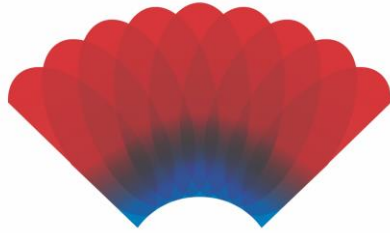


## AGENDA

#	Agenda Item	Time Allocated	Planned End Time
	<b>Procedural/Consent Items</b>		
1	Call to Order: T. Georgieff	3:00 pm	3:01 pm
2	Introductions and Welcome Remarks: T. Georgieff	3:01 pm	3:05 pm
3	Approval of Board Agenda and Call for Other Business: T. Georgieff	3:05 am	3:06 pm
4	Declarations of Conflict of Interest: T. Georgieff	3:06 pm	3:07 pm
	<b>Discussion and Action Items</b>		
5	<b>Minutes of January 25<sup>th</sup>, 2024, Board Meeting: T. Georgieff</b> <ul style="list-style-type: none"> <li>• Motion to accept the minutes of January 25, 2024</li> </ul>	3:07 pm	3:09 pm
6	<b>CPFF Reports</b> <ul style="list-style-type: none"> <li>➤ <b>Consent Items:</b></li> <li><b><i>Motion to accept all Reports as Circulated</i></b></li> <li>➤ CPFF Financials (November 2023): V. Pringle &amp; S. Lee</li> <li>➤ Executive Director Report: as circulated.</li> <li>➤ CPFF Committee Reports: <ul style="list-style-type: none"> <li>▪ Nicole Hilliard will move from the FACS Committee onto the Governance &amp; Finance committee upon employer direction to recuse herself from all federal government discussions.</li> <li>▪ Governance &amp; Finance: T. Georgieff &amp; S. Lee</li> <li>▪ Advocacy &amp; Support: M. Ashcroft, H. Smith &amp; S. Lee <ul style="list-style-type: none"> <li>○ GR: PMPRB update</li> <li>○ CORD – Rare Disease Funding</li> <li>○ PF Connector</li> </ul> </li> </ul> </li> </ul>	3:10 pm	4:58 am

	<p>➤ <b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>▪ Communications &amp; Fundraising: T. Hunter &amp; S. Lee <ul style="list-style-type: none"> <li>○ 2024 Surveys: T. Georgieff &amp; S. Lee <ul style="list-style-type: none"> <li>• Patient &amp; Caregiver</li> </ul> </li> </ul> </li> <li>▪ Medical Advisory Board (MAB): C. Fell &amp; S. Lee <ul style="list-style-type: none"> <li>○ Robert Davidson Fellowship awards for 2023 (2 x \$90K)</li> </ul> </li> </ul>		
7	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• In Camera Session (if needed)</li> </ul>		
8	<p><b>CPFF Board Meeting Dates for FY 23-24:</b></p> <p>Friday May 10, 2024  Friday July 5, 2024  Friday September 13, 2024</p>	4:58 pm	5:00 pm
9	<p><b>Adjournment</b></p>	5:00 pm	



# Canadian Pulmonary Fibrosis Foundation

## 2024 CPFF Board AGM January 25<sup>th</sup>, 2024

### January 25<sup>th</sup>, 2024- Hybrid

**Present:** In Person - Todd Georgieff, Incoming Chair and Governance & Finance Committee  
Kirk Morrison, Outgoing Chair  
Mark Ashcroft, Director and Advocacy & Support Committee Co-Chair  
Tom Hunter, Director and Communications & Fundraising Committee

Sharon Lee, Executive Director (staff)  
Roberto Zapata, I.T. and Special Projects (staff)  
Kelly Mills, Newsletter (staff)  
Puneet Luthra, Government Relations (staff)  
Tina Finelli, Marketing Coordinator (contract staff)

Online - Verity Pringle, Treasurer  
Dr. Holly Smith, Director and Advocacy & Support Committee Co-Chair  
Ray Protti, Director (joined at 10:05)

**Regrets:** Nicole Hilliard, Director  
Ranjena Maloni, Director  
Derek Mastin, Director

**Minute Takers:** Kelly Mills & Roberto Zapata

#### 1. Call to Order

The AGM was called to order by K. Morrison.

#### 2. Introductions and Welcome

K. Morrison welcomed everyone.

#### 3. Approval of the 2024 AGM Agenda for January 25<sup>th</sup>, 2024 as circulated, and call for other business.

It was moved and seconded,

**That the AGM agenda be approved.**

**Carried.**

**4. Declarations of Conflict of Interest**

There were no declarations of conflict.

**5. Motion: *Approval of the Minutes from the January 13<sup>th</sup>, 2023, AGM***

Moved by: T. Hunter

Seconded by: T. Georgieff

**Carried.**

**6. Treasure's Report: V. Pringle**

- As circulated.
- Auditors Report presented by N. Jilani, S. Lee, H. Ng and V. Pringle.
- V. Pringle and Auditors noted that the overall results were good - great year; organization growing; lost Roche as a sponsor but gained a large bequest donation.
- Regular fundraising about the same as last year
- Expenses - Fellowships paid out – even though one was paid after year end; Etal expenses broken into different areas; healthy ratio between admin and charitable expenses; most expenses have gone up because activity has gone up; final payout was made to Red Rhino.
- Auditors check for approvals, and it is a combined effort by both parties.
- The process is very transparent, and the audit process is easier now using Dropbox to share info more easily.

**Motion: *To accept the 2022/2023 Audited Statements of 2022/2023 as presented.***

Moved by: V. Pringle

Seconded by: M. Ashcroft

**Carried.**

**Motion: *To appoint the firm of Schwartz Levitsky Feldman LLP Chartered Accountants as Auditors for the 2023/2024 fiscal year.***

Moved by: V. Pringle

Seconded by: M. Ashcroft

**Carried.**

**7. Governance's Report**

In-coming Chair, T. Georgieff, led the discussion of the Election of the Board of Directors, Officers and Committee Chairs.

**Motion: *To accept the Vacating of role, with immediate effect, of Board Director Ranjena Maloni.***

Moved by: T. Georgieff

Seconded by: M. Ashcroft

**Carried.**

The Board would like to thank Ranjena for her 6 years of dedicated service to the CPFF Board of Directors. Hard to imagine where CPFF would be without her huge contribution.

1. Confirmation of the following CPFF Directors

**Motion: To confirm the list of Board Directors for going forward as**

***Todd Georgieff;***

***Verity Pringle;***

***Kirk Morrison;***

***Mark Ashcroft;***

***Ray Protti;***

***Dr. Holly Smith;***

***Nicole Hilliard;***

***Derek James.***

Moved by: T. Georgieff

Seconded by: T. Hunter

**Carried.**

- Kirk Morrison confirmed for the first year of a third “three-year” term.
- Verity Pringle confirmed for the first year of a second “three-year” term.
- Todd Georgieff confirmed for the second year of a second “three-year” term.
- Tom Hunter confirmed for the second year of a second “three-year” term.
- Dr. Holly Smith appointed for the third year of a first “three-year” term.
- Ray Protti appointed for the third year of a first “three-year” term.
- Mark Ashcroft appointed for the third year of a first “three-year” term.
- Nicole Hilliard confirmed for the second year of a first “three-year” term.
- Derek James confirmed for the second year of a first “three-year” term.

**Motion: To confirm the continuance or renewal of the three-year terms for Directors as outlined above.**

Moved by: T. Georgieff

Seconded by: V. Pringle

**Carried.**

2. **Motion: To approve slate of Board Officer roles for the 2024/2025 year as:**

**Chair – Todd Georgieff;**

**Vice Chair – vacant;**

**Treasurer – Verity Pringle;**

Moved by: T. Georgieff

Seconded by: T. Hunter

**Carried.**

3. Secretary - Confirmation that Sharon Lee, Executive Director, CPFF (Ex-Officio) will continue as interim Secretary for the CPFF Board of Directors until a Director is appointed.

**Motion: To approve Sharon Lee, CPFF Executive Director (Ex-officio) to continue as Interim Board Secretary for the CPFF Board of Directors until a Director is appointed.**

Moved by: T. Georgieff

Seconded by: M. Ashcroft

**Carried.**

**4. Motion: To confirm the list of Board Committee Chairs as:**

- Governance and Finance Chair - *Todd Georgieff, for now*
- Communications/Fundraising Chair - *Tom Hunter*
- Advocacy & Support Co-Chairs - *Mark Ashcroft and Dr. Holly Smith*
- Medical Advisory Board Chair - *Dr. Charlene Fell*
- Medical Advisory Board Director Liaison - TBD

Moved by: T. Georgieff

Seconded by: R. Protti

**Carried.**

**8. Other Business:**

There was no other new business.

**9. Adjournment: 10:15 am ON time**

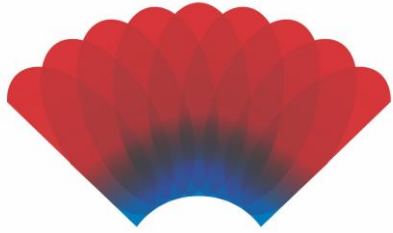
There being no further business the meeting was adjourned.

Next CPFF AGM Meeting TBD.

Respectfully submitted by Shelly Monaghan

**SIGNATURE TO BE INCLUDED**

Kirk Morrison,  
Outgoing Board Chair



# Canadian Pulmonary Fibrosis Foundation

## 2024 CPFF Board Meeting January 25<sup>th</sup>, 2024

### January 25<sup>th</sup>, 2024- Hybrid

**Present:** In Person - Todd Georgieff, Incoming Chair and Governance & Finance Committee  
Kirk Morrison, Outgoing Chair  
Mark Ashcroft, Director and Advocacy & Support Committee Co-Chair  
Tom Hunter, Director and Communications & Fundraising Committee  
Sharon Lee, Executive Director (staff)  
Roberto Zapata, I.T. and Special Projects (staff)  
Kelly Mills, Newsletter (staff)  
Puneet Luthra, Government Relations (staff)  
Tina Finelli, Marketing Coordinator (contract staff)

Online - Verity Pringle, Treasurer  
Dr. Holly Smith, Director, Advocacy & Support Committee Co-Chair (joined 11:20)  
Ray Protti, Director  
Ranjena Maloni, Guest (joined 11:30)

**Regrets:** Nicole Hilliard, Director  
Derek Mastin, Director  
Charlene Fell, Medical Advisory Board

- 1. Call to Order and Welcome:** Meeting was called to order at 10:15 pm ON time by Todd Georgieff.
  - Todd welcomed everyone, stating that he is honoured and humbled to be the Chair.
- 2. Motion: *Approval of the Agenda for the January 25<sup>th</sup>, 2024 Board Meeting as circulated, and call for other business.***  
Moved by: Ray Protti  
Seconded by: Tom Hunter
- 3. Declaration of Conflict of Interest:** None
- 4. Motion: *Approval of the Minutes from the November 16<sup>th</sup>, 2023, Board Meeting as circulated.***  
Moved by: Ray Protti  
Seconded by: Kirk Morrison

Carried.

Carried.

## CPFF Board Meeting January 25, 2024

### 5. CPFF Reports:

#### Governance: Todd Georgieff

**From the CPFF AGM** – Appointment of / or approval to continue in term and year of appointment.

- Chair - *Todd Georgieff, who will continue as Governance and Finance Chair until Vice Chair found.*
- Vice Chair – *Vacant, recruitment in process.*
- Treasurer – *Verity Pringle*
- Secretary – *Sharon Lee, who will cover on an interim basis until a Director is appointed.*
- Communications/Fundraising Chair - *Tom Hunter*
- Advocacy & Support Co-Chairs - *Mark Ashcroft and Holly Smith*

#### **Treasurer's Report:** Verity Pringle

From the AGM:

- Auditors check for approvals and it is a combined efforts by both parties.
- Process is very transparent, and the audit process easier now using Dropbox to share info more easily.
- The CRA (Canada Revenue Agency) feels that a charity should hold some cash reserve for an emergency fund - it is acceptable to hold three to six months' worth of expenses, to cover both charitable and admin expenses. How you maintain those funds is important. Auditors can provide advice on low-risk investments and investment policies. If you need to spend, it can be done quickly. Would recommend 3 months for an organization of your size.
- In terms of an innovation Fund, the CRA would be positioned as internally trying to be self-reliant with the intention to spend only the interest. It is intended to provide for the organization long-term.

**Motion: *To accept the Fiscal Year 2023/2024 Budget for the remainder of the year as presented.***

Moved by: Mark Ashcroft

Seconded by: Tom Hunter

**Carried.**

#### Discussion:

- There are some large projects that have not been started/completed as the budget has not yet been officially approved yet.
- There are always peaks and valleys throughout the year with the timing of when money is received (donations, grants, etc.) and when expenses need to be paid.
- While the budget does show a deficit, it can be afforded (see CRA comment from AGM above). Government hesitates to provide any charity with more money if it appears they have plenty in the bank.



## CPFF Board Meeting January 25, 2024

- As per above point, Verity will be working with Sharon to investigate GICs in which to ‘park’ some of the funds that could be seen as excess.
- The projected deficit includes the hiring of the Executive Assistant, PF Connector, and Donor Steward for 50% of the budget year. Realistically, the PF Connector and Donor Steward will not be hired until June, and will only affect the budget for one month.
- We should better utilize the Spending Authorization process to allow Sharon to move more quickly and not tie up Board time unnecessarily.
- The projections for the FY24/25, FY25/26, and FY26/27 budgets are only first pass drafts. Verity, Todd and Sharon will meet over the next couple of months to look at these more closely. There are many factors – interest rates and other economic challenges – that will be considered, and the budgets will remain flexible to be adjustable accordingly.

### **Hiring of Executive Assistant: Todd Georgieff and Sharon Lee**

- Todd noted that this had been discussed, and possibly even approved in the past. A Tracking Tool to be discussed during the Board Retreat will assist the board to prevent revisiting items already dealt with.
- Sharon reviewed key points from the proposal and job description (shown on screen) and answered questions.
- A recommendation that now that the staff of the Foundation is growing, an Organizational Chart should be created.

**Motion: *To accept the recommendation on hiring of an Executive Assistant as presented.***

Moved by: R. Protti

Seconded by: K. Morrison

**Carried.**

### **Executive Director Report: Sharon Lee**

- From the February Rare Disease month, a new campaign of “Know the Signs” is being developed.
- The walks have been very successful, and we have received requests (from former ILD Fellows) from Saskatoon to start walks there. Would also like to have walks in B.C. and the Atlantic region.
- Request that board members consider attending one of the walks that is near (fairly) to them. It’s important to have board representation at each of the walks.
- We will again run the December “Holiday of Gratitude” campaign. The 2023 campaign brought in nearly \$45k.

## CPFF Board Meeting January 25, 2024

### CPFF Committee Reports:

#### **Governance and Finance:** T. Georgieff and S. Lee

- Key focus of solicitation of new board members and committee members. This should really be an ongoing process. We may benefit from having candidates start as volunteers or to help on a committee, so we can gauge their skills. Leverage networking and the newsletter.
- We will need to do some policy updating to facilitate attracting new candidates.
- We would benefit from an Action & Decision log.

#### **Advocacy and Support:** M. Ashcroft, H. Smith and S. Lee

- Concerns with PMPRB and pricing policy changes that are predicted.
- CORD- Rare Disease funding is complicated in its structure, and only a guarantee of 3 years' worth of funding. However, we would like to try to be the lead agency for this as we could accomplish many things in that time frame.
- PF Connector – we have a job description and we have addressed concerns of liability with regards to the individual providing medical advice: recording all calls and only referring to approved resources.

#### **Communications and Fundraising:** T. Hunter and S. Lee

- From our committee, the 'Know the Signs' video has been quite effective, and efforts to keep these informational videos current is vital. Good investment.
- We are glad to be moving forward with the Donor Steward position.
- Moving along with the creation and publication of the Oxygen paper. Close to selecting a writer.
- Kudos to all who worked on the Holiday Campaign "Holiday of Gratitude" as it proved quite successful.

#### **Medical Advisory Board (MAB):** C. Fell (absent) and S. Lee

- For the Robert Davidson Awards (2 x \$90k) for 2023, we have 3 great candidates that will be presenting to MAB on Monday January 29<sup>th</sup>. The three medical representatives on the decision panel are the supervisors for these candidates, so our board representatives (T. Georgieff and M. Ashcroft) will need to be thoughtful in their selections.
- The supervisors may request that the total award (\$180k) be divided amongst all three, or that CPFF consider offering all three a full \$90k each. However, we do not wish to set a precedent or expectation for future awards.
- Our Research Grants of \$20k per project need to be better communicated. Stepping up the publicizing of the grants and reaching out to smaller centers is key.

## CPFF Board Meeting January 25, 2024

**8. New Business:** None.

**Next Board of Directors Meetings:**

- Friday March 1<sup>st</sup> @ 3:00 pm Ontario time (East 4:00 pm; Alberta & Saskatchewan 2:00 pm) vis Zoom.
- Friday May 10<sup>th</sup> @ 3:00 pm Ontario time (East 4:00 pm; Alberta & Saskatchewan 2:00 pm) vis Zoom.
- Friday July 5<sup>th</sup> @ 3:00 pm Ontario time (East 4:00 pm; Alberta & Saskatchewan 2:00 pm) vis Zoom.
- Friday September 13<sup>th</sup> @ 3:00 pm Ontario time (East 4:00 pm; Alberta & Saskatchewan 2:00 pm) vis Zoom.

**Adjournment:** 11:45 am (ON time)

Moved by: M. Ashcroft

Seconded by: K. Morrison

Respectfully submitted by: Shelly Monaghan

**SIGNATURE TO BE INCLUDED**

Todd Georgieff,  
CPFF Board Chair

## Memo

**To:** Board of Directors  
**From:** Sharon Lee, Executive Director  
**Date:** February 28, 2024  
**Subject:** **Update and Additions**

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I am pleased to announce some recent developments and initiatives within our organization:

- **Todd Georgieff as Signing Officer:** He has been added to the CPFF bank account as a signing officer. Please be aware of this change for any banking-related matters.
- **New Executive Assistant:** I am delighted to inform you that Shelly Monaghan has joined our team as my Executive Assistant, in accordance with the job posting. Shelly has signed the employment letter, which was finalized by our legal advisors at Carters.
- **Human Resources Updates:** We have initiated the Request for Proposal (RFP) process to evaluate select HR Consultants who will potentially work with CPFF. The review of HR Consultants will be completed before the mid-April Finance & Governance Committee meeting. Once the final selection is made, the HR Consultant will also review the PF Connector Job description and posting and assist CPFF with any other HR needs.
- **Donor Coordinator Position:** I am currently working on the posting for the Donor Coordinator position on Charity Village and on the CPFF LinkedIn profile, based on the previously shared job description.
- **Website Enhancements:** Our website is undergoing refinements to improve its overall look and functionality. Additionally, new videos will be added, and the Board portal will be updated with dates for 2024 meetings and the Tracker spreadsheet. Furthermore, the e-store is undergoing enhancements for better performance.
- **Upcoming Events:** We are actively planning for the 2025 Annual General Meeting, Board meetings, and Retreat. We are also eagerly anticipating the launch of our February Rare Disease campaign along with our national walk across Canada. We currently have a walk in every province except in BC and the Atlantic province.
- **Fiscal Budget Planning:** I am pleased to inform you that our team has commenced work on the development of the 2024/2025 fiscal budget. We are currently in the initial stages of gathering data, analyzing trends, and outlining our financial goals for the upcoming fiscal year. This process involves close collaboration among team members to ensure a comprehensive and well-informed budget proposal.

In line with our governance procedures, I intend to liaise with the FACS committee to discuss our preliminary budgetary plans and seek their input. This collaborative approach will enable us to incorporate diverse perspectives and ensure alignment with broader organizational objectives.

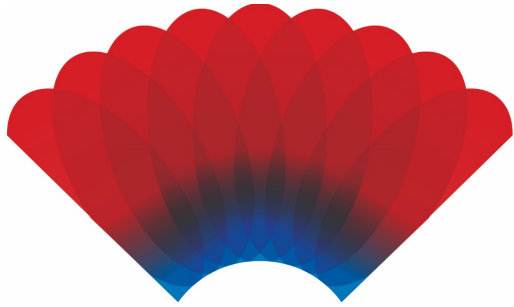
Upon receiving feedback from the FACS committee, I will then proceed to review the draft budget with our Treasurer, Verity, and our Board Chair, Todd. Their insights and guidance will be invaluable in refining our budget proposal and ensuring its accuracy and feasibility.

Timeline based on our current projections; I anticipate that a final draft of the fiscal budget will be ready for presentation to the Governance & Finance committee at our April committee meeting. This timeline allows sufficient opportunity for thorough review and discussion before presenting the draft budget at the May Board meeting for approval.

- **Volunteer Recruitment:** In addition to our budget planning efforts, I am collaborating closely with Todd on a recruitment initiative to bolster our Board and committee membership. We are actively exploring various platforms, including Charity Village, LinkedIn, ICD, and CPFF's social media channels, to reach potential volunteers who can contribute their expertise and passion to our organization's mission.

By expanding our pool of volunteers, we aim to enhance the effectiveness and diversity of perspectives within our governance structure, ultimately strengthening our capacity to fulfill our organizational mandate.

Thank you for your attention to these updates. If you have any questions or require further information, please do not hesitate to reach out.



# Canadian Pulmonary Fibrosis Foundation

*Breathing should never be hard work* ©

## **Who We Are**

The Canadian Pulmonary Fibrosis Foundation (CPFF) is a registered Canadian charity established to provide hope and support for people affected by pulmonary fibrosis (PF). Our charitable registration is 850554858 RR0001.

## **Our Vision**

A world free of pulmonary fibrosis.

## **Our Mission**

We improve the lives of Canadians living with pulmonary fibrosis by providing compassionate support, leading advocacy, raising awareness, funding research, and inspiring hope.

## **Position Overview**

CPFF is seeking a passionate and dedicated individual to fill the role of Donor Coordinator. Reporting to the Director of Development, the Donor Coordinator will play a pivotal role in cultivating and stewarding relationships with donors, managing various fundraising campaigns, and coordinating events to support the mission and objectives of the Canadian Pulmonary Fibrosis Foundation.

## **Key Responsibilities:**

- **Donor Stewardship:** Build and maintain strong relationships with existing donors, ensuring timely and personalized communications, acknowledgments, and updates on the impact of their contributions.
- **Legacy Gifts:** Develop and implement strategies to promote legacy giving, including bequests, charitable trusts, and other planned giving options. Provide guidance and support to donors interested in leaving a lasting impact through their estate plans.
- **Stock Donations:** Facilitate the process of accepting and processing stock donations, working closely with donors, financial institutions, and the organization's finance team to ensure smooth and efficient transactions.
- **Event Management:** Plan, coordinate, and execute fundraising events, including but not limited to galas, charity walks, and community outreach activities. Manage all aspects of event logistics, budgeting, marketing, and volunteer coordination.
- **Fundraising Campaigns:** Lead and support various fundraising campaigns, both online and offline, to engage donors and raise funds for CPFF's programs, research initiatives, and patient support services.
- **Database Management:** Maintain accurate and up-to-date donor records in the organization's database, ensuring data integrity, confidentiality, and compliance with relevant regulations.
- **Collaboration:** Work collaboratively with the development team, volunteers, and other staff members to achieve fundraising goals and enhance donor engagement efforts.

- Reporting and Analysis: Prepare regular reports on fundraising activities, donor trends, and campaign outcomes. Analyze data to identify opportunities for optimization and improvement in fundraising strategies.

Qualifications:

- Bachelor's degree in a related field (e.g., nonprofit management, fundraising, communications) preferred.
- Minimum of 3 years of experience in fundraising, donor relations, or a related field, preferably within the nonprofit sector.
- Strong communication skills, both written and verbal, with the ability to articulate the mission and impact of the organization effectively.
- Demonstrated experience in donor stewardship, legacy giving, and event management.
- Proficiency in database management and fundraising software (e.g., Canada's Help) preferred.
- Excellent organizational skills, attention to detail, and ability to manage multiple priorities in a fast-paced environment.
- Knowledge of charitable giving regulations and best practices in fundraising ethics.
- Passion for the mission of the Canadian Pulmonary Fibrosis Foundation and commitment to making a difference in the lives of those affected by pulmonary fibrosis.

How to Apply:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications, relevant experience, and interest in the position to [sharon@cpff.ca](mailto:sharon@cpff.ca). Please include "Donor Coordinator Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Note: Only candidates selected for an interview will be contacted. CPFF is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage applications from individuals of all backgrounds, including those with disabilities and from diverse cultural communities.

CPFF Fiscal July 31, 2024  
August 2023 YTD

		6.00		100%	14%	16.00%	24%	23%	23%	
	July 2023 ACTUAL	2024 budget	YTD BUDGET	VARIANCE	2024 Actual	Admin	Advocay	Education Awareness	Patient Support	Research
Foundation Grants	479,940	475,000	237,500	(18,000)	219,500	219,500				
Donation and fundraising	903,676	160,000	80,000	82,151	162,151	162,151				
Regional Donations			-	-	-	-				
Interst income	20,705		-	205	205	205				
Miscellaneous Income	-									
Deferred Revenue										
	<b>1,404,321</b>	<b>635,000</b>	<b>317,500</b>	<b>64,355</b>	<b>381,855</b>	<b>381,855</b>	-	-	-	-
1 Grants to charities	120,567	180,000	90,000	(90,000)	-	-	-	-	-	-
	-	40,000	20,000	83,610	103,609.84	14,505	16,578	24,866	23,830	23,830
2 Salaries & benefits	109,163	125,000	62,500	(3,860)	58,640	8,210	9,382	14,074	13,487	13,487
	71,425	53,000	26,500	11,504	38,004	5,321	6,081	9,121	8,741	8,741
3 Patient support	1,939	500	250	1,044	1,294	181	207	311	298	298
		5,000	2,500	(2,500)						
		25,000	12,500	(12,500)						
		27,000	13,500	(13,500)						
		17,500	8,750	(8,750)						
4 Communications/Support website costs	134	200,000	100,000	(99,932)	68.37	10	11	16	16	16
5 Awareness and advocacy	22,133	10,000	5,000	39,519	44,519	6,233	7,123	10,685	10,239	10,239
		10,000								
		100,000								
		20,000								
6 Fundraising events costs	42	75,000	37,500	(37,500)	-	-	-	-	-	-
			-	-						
			-	-						
7 Program education and consulting	370,824		-	202,058	202,058	28,288	32,329	48,494	46,473	46,473
			-	-						
			-	-						
			-	-						
	<b>696,229</b>	<b>888,000</b>	<b>379,000</b>	<b>69,193</b>	<b>448,193</b>	<b>62,747</b>	<b>71,711</b>	<b>107,566</b>	<b>103,084</b>	<b>103,084</b>
8 Professional fees	15,071	51,000	25,500	(18,622)	6,878	963	1,100	1,651	1,582	1,582
9 office and general	43,943	5,300	2,650	11,907	14,557	2,038	2,329	3,494	3,348	3,348
10 Travel and meeting costs	14,132	4,000	2,000	14,562	16,562	2,319	2,650	3,975	3,809	3,809
11 Telephone/Internet	8,489	6,700	3,350	2,319	5,669	794	907	1,361	1,304	1,304
12 Insurance	4,799	4,000	2,000	(2,000)	-	-	-	-	-	-
13 Interest and bank charges	349		-	(489)	489	69	78	117	113	113
	<b>86,783</b>	<b>71,000</b>	<b>35,500</b>	<b>7,676</b>	<b>43,176</b>	<b>6,045</b>	<b>6,908</b>	<b>10,362</b>	<b>9,930</b>	<b>9,930</b>
	<b>621,309</b>	<b>-324,000</b>	<b>-97,000</b>	<b>(12,514)</b>	<b>109,514</b>	<b>313,064</b>	<b>-78,619</b>	<b>-117,929</b>	<b>-113,015</b>	<b>-113,015</b>

Notes:

Note 1

All expenses allocated under pillars have been proportioned in accordance with the percentage resources approved by organization



**Canadian Pulmonary Fibrosis Foundation**  
**Profit and Loss by Class**  
August 2023 - January 2024

	Aug. 2023 - Jan. 2024	Total Aug. 2022 - Jan. 2023 (PY)	Change
<b>INCOME</b>			
4000 Revenue			0.00
4010 Contributions			0.00
4020 Received Donations	66,970.56	52,352.25	14,618.31
4027 Rcptd Donations - September Awareness Walks		55,526.25	-55,526.25
4030 Donations from Other Charities	33,439.93	1,890.00	31,549.93
4035 Rcptd Donations - Donated Prop		11,988.00	-11,988.00
4040 Unreceipted Donations	20.00		20.00
4300 Donations Through Paypal	1,594.43	7,418.00	-5,823.57
4301 Donations Through Canada Helps	48,592.57	92,689.99	-44,097.42
4302 Donations Through CAF Canada	176.00	158.00	18.00
4303 Donations Through CDN Online Giving	5,782.05	7,029.73	-1,247.68
4304 Donations Through My Tribute Gift	1,468.95	5,416.25	-3,947.30
4305 Donations Through United Way	146.25	423.95	-277.70
<b>Total 4010 Contributions</b>	<b>\$ 158,190.74</b>	<b>\$ 234,892.42</b>	<b>-\$ 76,701.68</b>
4010-2 Fundraising			0.00
4252 Funds Raised - Avonmore Berry Farm	1,750.00		1,750.00
4253 Funds Raised - Clarke Walk	200.00		200.00
4254 Funds Raised - Markham Walk	1,780.00		1,780.00
4255 Funds Raised - Montreal Walk	230.00		230.00
<b>Total 4010-2 Fundraising</b>	<b>\$ 3,960.00</b>	<b>\$ 0.00</b>	<b>\$ 3,960.00</b>
4190 Grants Received	219,500.00	468,490.00	-248,990.00
4440 Interest Income	204.73	129.54	75.19
<b>Total 4000 Revenue</b>	<b>\$ 381,855.47</b>	<b>\$ 703,511.96</b>	<b>-\$ 321,656.49</b>
<b>Total Income</b>	<b>\$ 381,855.47</b>	<b>\$ 703,511.96</b>	<b>-\$ 321,656.49</b>

<b>COST OF GOODS SOLD</b>				
5000 Cost of Goods Sold				0.00
5190 Grants Made	90,000.00	20,000.00		70,000.00
5252 Clarke Family run - Expenses	11,266.45	2,753.46		8,512.99
5255 Montreal Walk - Expenses	853.98			853.98
5256 Virtual Walk - Expenses	1,489.41			1,489.41
5320 Sponsorship Costs		2,000.00		-2,000.00
<b>Total 5000 Cost of Goods Sold</b>	<b>\$ 103,609.84</b>	<b>\$ 24,753.46</b>	<b>\$</b>	<b>78,856.38</b>
<b>Total Cost of Goods Sold</b>	<b>\$ 103,609.84</b>	<b>\$ 24,753.46</b>	<b>\$</b>	<b>78,856.38</b>
<b>GROSS PROFIT</b>	<b>\$ 278,245.63</b>	<b>\$ 678,758.50</b>	<b>-\$</b>	<b>400,512.87</b>
<b>EXPENSES</b>				
02. Salaries & Benefits				0.00
5410 Wages & Salaries				0.00
5411 Executive Director Salary	50,377.41	45,418.85		4,958.56
5414 Project Coordinator	28,524.60	27,559.98		964.62
5415 Payables Coordinator - Heather	1,216.44	186.00		1,030.44
<b>Total 5410 Wages &amp; Salaries</b>	<b>\$ 80,118.45</b>	<b>\$ 73,164.83</b>	<b>\$</b>	<b>6,953.62</b>
5420 EI Expense	1,087.72	1,043.77		43.95
5430 CPP Expense	2,767.12	2,669.99		97.13
5460 Vacation Accrual	7,057.57	6,817.93		239.64
5461 Payroll Admin Expense	843.59	742.35		101.24
5470 Employee Benefits - Sharon	2,385.06	3,576.97		-1,191.91
5471 Employee Benefits - Roberto	2,385.00	1,160.93		1,224.07
<b>Total 02. Salaries &amp; Benefits</b>	<b>\$ 96,644.51</b>	<b>\$ 89,176.77</b>	<b>\$</b>	<b>7,467.74</b>
03. Patient Support	1,293.83	429.73		864.10
04. COMMUNICATION / SUPPORT WEBSITE COSTS				0.00
5335 Website Development	68.37			68.37
<b>Total 04. COMMUNICATION / SUPPORT WEBSITE COSTS</b>	<b>\$ 68.37</b>	<b>\$ 0.00</b>	<b>\$</b>	<b>68.37</b>
05. Awareness & Advocacy				0.00
5327 Newsletter Expense	731.97	1,642.78		-910.81
5530 Awareness & Advocacy	42,650.20	-903.50		43,553.70
5615 Advertising and Promotion	1,136.92	1,957.30		-820.38
<b>Total 05. Awareness &amp; Advocacy</b>	<b>\$ 44,519.09</b>	<b>\$ 2,696.58</b>	<b>\$</b>	<b>41,822.51</b>

<b>06. Fundraising Events Costs</b>		41.92		-41.92
<b>07. Program Education &amp; Consulting</b>	1,034.35			1,034.35
<b>5511 Patient Education</b>	200,326.46	134,940.94		65,385.52
<b>5515 Consulting</b>	696.99	1,096.92		-399.93
<b>Total 07. Program Education &amp; Consulting</b>	<b>\$ 202,057.80</b>	<b>\$ 136,037.86</b>	<b>\$</b>	<b>66,019.94</b>
<b>08. Professional Fees</b>				0.00
<b>5610 Accounting &amp; Legal</b>	0.00	1,557.08		-1,557.08
<b>5695 Professional Fees</b>	1,576.72	597.64		979.08
<b>5696 Bookkeeping</b>	5,300.94	5,300.94		0.00
<b>5705 Membership fees, dues, subscrip</b>		880.27		-880.27
<b>Total 08. Professional Fees</b>	<b>\$ 6,877.66</b>	<b>\$ 8,335.93</b>	<b>-\$</b>	<b>1,458.27</b>
<b>09. General &amp; Administrative</b>				0.00
<b>5500 General Administrative Expenses</b>	3,086.11	7,986.09		-4,899.98
<b>5520 Education</b>		326.06		-326.06
<b>5525 Conferences</b>	346.56	0.00		346.56
<b>5571 Website Hosting</b>		226.20		-226.20
<b>5640 Courier &amp; Postage</b>	558.38	362.99		195.39
<b>5650 Staff Equipement - computers</b>	0.00	310.65		-310.65
<b>5686 Governance</b>	169.50	7,366.51		-7,197.01
<b>5700 Office Supplies</b>	5,713.21	828.56		4,884.65
<b>5770 Storage</b>	314.91	1,847.91		-1,533.00
<b>5890 Credit Card fees</b>	194.58	199.89		-5.31
<b>5891 Other Commissions</b>	1,715.46	137.40		1,578.06
<b>5895 Canada Helps fees</b>	2,370.45	1,338.39		1,032.06
<b>5896 PayPal fees</b>	87.71	-0.77		88.48
<b>Total 09. General &amp; Administrative</b>	<b>\$ 14,556.87</b>	<b>\$ 20,929.88</b>	<b>-\$</b>	<b>6,373.01</b>
<b>10. Travel &amp; Meeting Costs</b>	2,415.48	865.21		1,550.27
<b>5784 Travel</b>	14,146.32	8,365.96		5,780.36
<b>Total 10. Travel &amp; Meeting Costs</b>	<b>\$ 16,561.80</b>	<b>\$ 9,231.17</b>	<b>\$</b>	<b>7,330.63</b>
<b>11. Telephone/Internet</b>				0.00
<b>5780 Telephone Expense</b>	454.88	1,108.46		-653.58
<b>5781 Internet</b>	5,213.89	4,308.62		905.27
<b>Total 11. Telephone/Internet</b>	<b>\$ 5,668.77</b>	<b>\$ 5,417.08</b>	<b>\$</b>	<b>251.69</b>

<b>13. Bank and Interest Charges</b>				0.00
<b>5690 Bank Service Charges</b>		-489.47	-193.26	-296.21
<b>Total 13. Bank and Interest Charges</b>	<b>-\$</b>	<b>489.47</b>	<b>-\$ 193.26</b>	<b>-\$ 296.21</b>
<b>Total Expenses</b>	<b>\$</b>	<b>387,759.23</b>	<b>\$ 272,103.66</b>	<b>\$ 115,655.57</b>
<b>PROFIT</b>	<b>-\$</b>	<b>109,513.60</b>	<b>\$ 406,654.84</b>	<b>-\$ 516,168.44</b>

Wednesday, Feb. 28, 2024 06:31:24 p.m. GMT-8 - Accrual Basis

**Canadian Pulmonary Fibrosis Foundation**  
**Balance Sheet**  
As of January 31, 2024

	As of Jan. 31, 2024	Total As of Jan. 31, 2023 (PY)	Change
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash and Cash Equivalent</b>			
1021 Restricted Cash	270,000.00	270,000.00	0.00
1060 Chequing Bank Account	1,254,075.54	1,213,051.41	41,024.13
1061 TD Investor Acct	15,673.34	15,288.77	384.57
1062 BMO High Interest Savings	603,829.37	521,437.89	82,391.48
12000 Undeposited Funds	52.76		52.76
<b>Total Cash and Cash Equivalent</b>	<b>\$ 2,143,631.01</b>	<b>\$ 2,019,778.07</b>	<b>\$ 123,852.94</b>
1320 Prepaid Expenses	1,621.00	1,621.00	0.00
2318 PSB Rebate Receivable	0.00	26,735.66	-26,735.66
<b>Total Current Assets</b>	<b>\$ 2,145,252.01</b>	<b>\$ 2,048,134.73</b>	<b>\$ 97,117.28</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>\$ 2,145,252.01</b>	<b>\$ 2,048,134.73</b>	<b>\$ 97,117.28</b>
<b>Liabilities and Equity</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Card</b>			
1070 TD Visa 3392	18,891.66	2,761.05	16,130.61
<b>Total Credit Card</b>	<b>\$ 18,891.66</b>	<b>\$ 2,761.05</b>	<b>\$ 16,130.61</b>
2000 Current Liabilities			0.00
2220 Vacation Payable	23,016.57	22,828.88	187.69
2315 GST/HST Paid on Purchases	-24,341.68	0.00	-24,341.68
<b>Total 2000 Current Liabilities</b>	<b>-\$ 1,325.11</b>	<b>\$ 22,828.88</b>	<b>-\$ 24,153.99</b>
Due to TD Bank	270.00	270.00	0.00
<b>Total Current Liabilities</b>	<b>\$ 17,836.55</b>	<b>\$ 25,859.93</b>	<b>-\$ 8,023.38</b>
<b>Total Liabilities</b>	<b>\$ 17,836.55</b>	<b>\$ 25,859.93</b>	<b>-\$ 8,023.38</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
Retained Earnings	1,256,824.14	635,515.04	621,309.10
Profit for the year	-109,513.60	406,654.84	-516,168.44

<b>Total Equity</b>	<b>\$</b>	<b>2,127,415.46</b>	<b>\$</b>	<b>2,022,274.80</b>	<b>\$</b>	<b>105,140.66</b>
<b>Total Liabilities and Equity</b>	<b>\$</b>	<b>2,145,252.01</b>	<b>\$</b>	<b>2,048,134.73</b>	<b>\$</b>	<b>97,117.28</b>

Wednesday, Feb. 28, 2024 06:30:45 p.m. GMT-8 - Accrual Basis

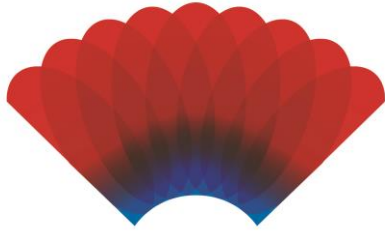
**Canadian Pulmonary Fibrosis Foundation**  
**Profit and Loss by Class**  
**August 2023 - January 2024**

	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 Receipted Donations	66,970.56					66,970.56
4030 Donations from Other Charities	33,439.93					33,439.93
4040 Unreceipted Donations	20.00					20.00
4300 Donations Through Paypal	1,594.43					1,594.43
4301 Donations Through Canada Helps	48,592.57					48,592.57
4302 Donations Through CAF Canada	176.00					176.00
4303 Donations Through CDN Online Giving	5,782.05					5,782.05
4304 Donations Through My Tribute Gift	1,468.95					1,468.95
4305 Donations Through United Way	146.25					146.25
<b>Total 4010 Contributions</b>	<b>\$ 158,190.74</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 158,190.74</b>
4010-2 Fundraising						0.00
4252 Funds Raised - Avonmore Berry Farm	1,750.00					1,750.00
4253 Funds Raised - Clarke Walk	200.00					200.00
4254 Funds Raised - Markham Walk	1,780.00					1,780.00
4255 Funds Raised - Montreal Walk	230.00					230.00
<b>Total 4010-2 Fundraising</b>	<b>\$ 3,960.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,960.00</b>
4190 Grants Received	219,500.00					219,500.00
4440 Interest Income	204.73					204.73
<b>Total 4000 Revenue</b>	<b>\$ 381,855.47</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 381,855.47</b>
<b>Total Income</b>	<b>\$ 381,855.47</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 381,855.47</b>
<b>COST OF GOODS SOLD</b>						
5000 Cost of Goods Sold						0.00
5190 Grants Made	12,600.00	14,400.00	21,600.00	20,700.00	20,700.00	90,000.00

5252 Clarke Family run - Expenses	1,577.32	1,802.62	2,703.93	2,591.29	2,591.29	11,266.45
5255 Montreal Walk - Expenses	119.56	136.61	204.95	196.43	196.43	853.98
5256 Virtual Walk - Expenses	208.52	238.31	357.46	342.56	342.56	1,489.41
<b>Total 5000 Cost of Goods Sold</b>	<b>\$ 14,505.40</b>	<b>\$ 16,577.54</b>	<b>\$ 24,866.34</b>	<b>\$ 23,830.28</b>	<b>\$ 23,830.28</b>	<b>\$ 103,609.84</b>
<b>Total Cost of Goods Sold</b>	<b>\$ 14,505.40</b>	<b>\$ 16,577.54</b>	<b>\$ 24,866.34</b>	<b>\$ 23,830.28</b>	<b>\$ 23,830.28</b>	<b>\$ 103,609.84</b>
<b>GROSS PROFIT</b>	<b>\$ 367,350.07</b>	<b>-\$ 16,577.54</b>	<b>-\$ 24,866.34</b>	<b>-\$ 23,830.28</b>	<b>-\$ 23,830.28</b>	<b>\$ 278,245.63</b>
<b>EXPENSES</b>						
<b>02. Salaries &amp; Benefits</b>						0.00
5410 Wages & Salaries						0.00
5411 Executive Director Salary	7,052.83	8,060.37	12,090.59	11,586.81	11,586.81	50,377.41
5414 Project Coordinator	3,993.44	4,563.94	6,845.90	6,560.66	6,560.66	28,524.60
5415 Payables Coordinator - Heather	170.30	194.63	291.95	279.78	279.78	1,216.44
<b>Total 5410 Wages &amp; Salaries</b>	<b>\$ 11,216.57</b>	<b>\$ 12,818.94</b>	<b>\$ 19,228.44</b>	<b>\$ 18,427.25</b>	<b>\$ 18,427.25</b>	<b>\$ 80,118.45</b>
5420 EI Expense	152.33	174.02	261.03	250.17	250.17	1,087.72
5430 CPP Expense	387.40	442.71	664.11	636.45	636.45	2,767.12
5460 Vacation Accrual	988.07	1,129.22	1,693.80	1,623.24	1,623.24	7,057.57
5461 Payroll Admin Expense	118.11	134.99	202.43	194.03	194.03	843.59
5470 Employee Benefits - Sharon	333.90	381.60	572.40	548.58	548.58	2,385.06
5471 Employee Benefits - Roberto	333.90	381.60	572.34	548.58	548.58	2,385.00
<b>Total 02. Salaries &amp; Benefits</b>	<b>\$ 13,530.28</b>	<b>\$ 15,463.08</b>	<b>\$ 23,194.55</b>	<b>\$ 22,228.30</b>	<b>\$ 22,228.30</b>	<b>\$ 96,644.51</b>
<b>03. Patient Support</b>	181.14	206.99	310.52	297.59	297.59	1,293.83
<b>04. COMMUNICATION / SUPPORT WEBSITE COSTS</b>						0.00
5335 Website Development	9.58	10.94	16.39	15.73	15.73	68.37
<b>Total 04. COMMUNICATION / SUPPORT WEBSITE COSTS</b>	<b>\$ 9.58</b>	<b>\$ 10.94</b>	<b>\$ 16.39</b>	<b>\$ 15.73</b>	<b>\$ 15.73</b>	<b>\$ 68.37</b>
<b>05. Awareness &amp; Advocacy</b>						0.00
5327 Newsletter Expense	102.49	117.08	175.66	168.37	168.37	731.97
5530 Awareness & Advocacy	5,971.05	6,824.02	10,236.03	9,809.55	9,809.55	42,650.20
5615 Advertising and Promotion	159.16	181.91	272.85	261.50	261.50	1,136.92
<b>Total 05. Awareness &amp; Advocacy</b>	<b>\$ 6,232.70</b>	<b>\$ 7,123.01</b>	<b>\$ 10,684.54</b>	<b>\$ 10,239.42</b>	<b>\$ 10,239.42</b>	<b>\$ 44,519.09</b>
<b>07. Program Education &amp; Consulting</b>	144.81	165.47	248.25	237.91	237.91	1,034.35
5511 Patient Education	28,045.71	32,052.23	48,078.32	46,075.10	46,075.10	200,326.46
5515 Consulting	97.58	111.52	167.27	160.31	160.31	696.99
<b>Total 07. Program Education &amp; Consulting</b>	<b>\$ 28,288.10</b>	<b>\$ 32,329.22</b>	<b>\$ 48,493.84</b>	<b>\$ 46,473.32</b>	<b>\$ 46,473.32</b>	<b>\$ 202,057.80</b>



<b>08. Professional Fees</b>							0.00
<b>5695 Professional Fees</b>	220.74	252.26	378.42	362.65	362.65	1,576.72	
<b>5696 Bookkeeping</b>	742.14	848.16	1,272.24	1,219.20	1,219.20	5,300.94	
<b>Total 08. Professional Fees</b>	<b>\$ 962.88</b>	<b>\$ 1,100.42</b>	<b>\$ 1,650.66</b>	<b>\$ 1,581.85</b>	<b>\$ 1,581.85</b>	<b>\$ 6,877.66</b>	
<b>09. General &amp; Administrative</b>							0.00
<b>5500 General Administrative Expenses</b>	429.32	494.25	741.42	710.56	710.56	3,086.11	
<b>5525 Conferences</b>	48.52	55.45	83.17	79.71	79.71	346.56	
<b>5640 Courier &amp; Postage</b>	78.18	89.32	134.02	128.43	128.43	558.38	
<b>5686 Governance</b>	23.73	27.12	40.67	38.99	38.99	169.50	
<b>5700 Office Supplies</b>	799.85	914.10	1,371.16	1,314.05	1,314.05	5,713.21	
<b>5770 Storage</b>	44.09	50.39	75.57	72.43	72.43	314.91	
<b>5890 Credit Card fees</b>	27.26	31.15	46.65	44.76	44.76	194.58	
<b>5891 Other Commissions</b>	240.17	274.46	411.69	394.57	394.57	1,715.46	
<b>5895 Canada Helps fees</b>	331.87	379.27	568.89	545.21	545.21	2,370.45	
<b>5896 PayPal fees</b>	12.26	14.02	21.05	20.19	20.19	87.71	
<b>Total 09. General &amp; Administrative</b>	<b>\$ 2,035.25</b>	<b>\$ 2,329.53</b>	<b>\$ 3,494.29</b>	<b>\$ 3,348.90</b>	<b>\$ 3,348.90</b>	<b>\$ 14,556.87</b>	
<b>10. Travel &amp; Meeting Costs</b>	338.17	386.48	579.69	555.57	555.57	2,415.48	
<b>5784 Travel</b>	1,980.51	2,263.38	3,395.09	3,253.67	3,253.67	14,146.32	
<b>Total 10. Travel &amp; Meeting Costs</b>	<b>\$ 2,318.68</b>	<b>\$ 2,649.86</b>	<b>\$ 3,974.78</b>	<b>\$ 3,809.24</b>	<b>\$ 3,809.24</b>	<b>\$ 16,561.80</b>	
<b>11. Telephone/Internet</b>							0.00
<b>5780 Telephone Expense</b>	63.68	72.78	109.16	104.63	104.63	454.88	
<b>5781 Internet</b>	729.94	834.21	1,251.32	1,199.21	1,199.21	5,213.89	
<b>Total 11. Telephone/Internet</b>	<b>\$ 793.62</b>	<b>\$ 906.99</b>	<b>\$ 1,360.48</b>	<b>\$ 1,303.84</b>	<b>\$ 1,303.84</b>	<b>\$ 5,668.77</b>	
<b>13. Bank and Interest Charges</b>							0.00
<b>5690 Bank Service Charges</b>	-68.51	-78.31	-117.47	-112.59	-112.59	-489.47	
<b>Total 13. Bank and Interest Charges</b>	<b>-\$ 68.51</b>	<b>-\$ 78.31</b>	<b>-\$ 117.47</b>	<b>-\$ 112.59</b>	<b>-\$ 112.59</b>	<b>-\$ 489.47</b>	
<b>Total Expenses</b>	<b>\$ 54,283.72</b>	<b>\$ 62,041.73</b>	<b>\$ 93,062.58</b>	<b>\$ 89,185.60</b>	<b>\$ 89,185.60</b>	<b>\$ 387,759.23</b>	
<b>PROFIT</b>	<b>\$ 313,066.35</b>	<b>-\$ 78,619.27</b>	<b>-\$ 117,928.92</b>	<b>-\$ 113,015.88</b>	<b>-\$ 113,015.88</b>	<b>-\$ 109,513.60</b>	



# Canadian Pulmonary Fibrosis Foundation

**CPFF Fundraising, Advocacy, Communications & Support (FACS) Committee Minutes  
Held via ZOOM  
On Monday February 26, 2024  
Commencing at 2:00 pm ET**

**Present:** Mark Ashcroft, FACS Co-Chair  
Holly Smith, FACS Co-Chair  
Todd Georgieff, Chair  
Sharon Lee, Executive Director  
Derek Mastin  
Kirk Morrison  
Ray Protti

**Guests:** None

**Regrets:** Tom Hunter, FACS Co-Chair  
Verity Pringle, Treasurer

**Minutes:** Roberto Zapata

## **Call to Order**

The meeting was called to order by H. Smith.

## **Introductions and Welcome**

H. Smith welcomed everyone.

## **Approval of the Committee Agenda**

It was moved and seconded,  
**That the Committee agenda be approved.**

**Carried.**

## **Declarations of Conflict of Interest**

There were no declarations of conflict.

## **Minutes from January 8 and 15, 2024 Meetings (Pre-merge)**

It was moved and seconded,  
**That the minutes from the January 8, 2024 Advocacy & Support meeting and from the  
January 15, 2024 Communications & Fundraising meeting be approved.**

**Carried.**

## **CPFF Communications & Fundraising Committee Minutes of February 26, 2024**

### **Consent Agenda**

There were no items in the consent agenda.

### **New Committee Format & Terms of Reference**

New committee subject to a 6-month trial period.

M. Ashcroft, T. Hunter and H. Smith to act as the new committee's co-chairs and to rotate in chairing the meeting for the foreseeable future.

FACS committee to meet bi-monthly at 3:30 PM ET/12:30 PM PT for 90 minutes on the second Monday of the month moving forward.

During the trial period, new committee to be governed by the existing terms of reference for the defunct Advocacy & Support and Fundraising & Communications committees.

After a 6-month trial period, a re-evaluation of the committee will take place. At that point, committee to review:

- Is the new committee format working?
- Should a flexible co-chairing arrangement continue or should a switch to a permanent chair take place?
- Is the committee timing and length appropriate?
- Should the committee have its own terms of reference, as opposed to inheriting those of the two committees that merged to create it?

### **Patient Connector – Next Steps**

Job description to be advertised for the prospection to begin.

It was clarified that lawyers will review the job offer, not the job description.

S. Monaghan has put out an RFP for HR professionals to assist CPFF in various projects, including the hiring of a Patient Connector.

It was requested that one committee member assist the staff in the review of the resumes received for the position in order to come up with the 2 or 3 top candidates for the committee's review. H. Smith volunteered.

It was decided that the soft launch will instead take form as an information gathering process where standard answers to frequently asked questions will be pooled together by S. Lee, R. Zapata, T. Tonelli and J. Chan for the Patient Connector to have something to start with.

The actual launch of the service overseen by the Patient Connector won't take place until they are hired.

### **Support Group Leaders Meeting**

There was little interest for the meeting which CPFF staff tried to organize for the month of February. As such, it was agreed that next meeting will be postponed until Fall and hopefully

## **CPFF Communications & Fundraising Committee Minutes of February 26, 2024**

there will be more interest by then, given that a year will have passed since the previous meeting.

### **Oxygen Update**

S. Lee has spoken to the Ontario Finance Committee about A) having the oxygen policy updated so it fully reimburses everyone regardless of age and B) removing the requirement of re-qualifying for supplemental oxygen yearly.

Currently, patients who are 64 and younger need to cover 25% of the cost of supplemental oxygen, all while PF is becoming more common in part due to long COVID. Given that it costs the Ontario government about \$1,700 every day a patient is in the hospital, it would make more financial sense to fully cover supplemental oxygen for everyone, which would in turn decrease the amount of hospital stays.

Furthermore, the current oxygen policy is based on old COPD studies, and does not take into consideration that PF patients' loss of lung capacity is permanent, and that any change to their lung capacity will only be for the worse. As such, unless a patient received a lung transplant, if they are on supplemental oxygen, they will need it for the rest of their life, making a re-qualification process senseless. Additionally, it is a waste of money and a strain on the medical system.

CPFF to take the same messaging about removing the requirement to re-qualify for supplemental oxygen yearly across the country.

CPFF to interview a Nova Scotian who had to move to Ontario due to Nova Scotia's lack of high flow oxygen procurement.

### **Federal Drug Money Update**

S. Lee will clarify what CPFF is advocating for, as it was mentioned during the Board Retreat that Board members don't really understand what is being advocated for.

CPFF is actually advocating for more dollars to go to research funding, more dollars for reimbursement of new drug therapies or other therapies of treatment, and a little bit more money for oxygen access in each of the provinces to raise the standard of support.

S. Lee to draft CPFF's Federal Drug policy, including what's being looked at, why this is being done and what it would mean for the PF community.

### **PMPRB Update**

On February 1, 2023, the Minister of Health announced the appointment of Thomas J Digby as the new Chairperson for the PMPRB.

The PMPRB has received over a thousand responses on the back of recent proposed changes, including one from CPFF to express concern about the direction they're going which would translate into considerable delays for Canadians needing new drug therapies.

## **CPFF Communications & Fundraising Committee Minutes of February 26, 2024**

### **CORD Update**

S. Lee to attend the CORD Conference this week. Interested parties will gather on Parliament Hill to ask the Prime Minister why there has been no progress and why no other province than Quebec has come up with a Rare Disease policy.

Talks with the NDP are also bound to take place to ask them about the outlook for their national pharma care due to concerns that it only deals with the bigger diseases, like heart and stroke and diabetes. Rare diseases also need to be taken into consideration.

### **Rare Disease Month**

#### Tackle the Crackle

As the overall communication strategy for 2024 is “Know the Signs”, the focus on the communications for the Rare Disease Month will be around “Tackle the Crackle”, which is recognizing the crackling sign in the lungs in people who have PF and are undiagnosed.

A 45-second PSA has been produced and will be circulated across social media during the month of March.

#### TikTok Launch

March will also be a good opportunity to unveil CPFF’s newest social media, TikTok.

#### Pucker Up Challenge

S. Lee got 18 doctors from prominent institutions in China, as well as people from Japan, Australia and the rest of the world, to do the Pucker Up challenge.

The goal is to post at least one video a day on social media of a person doing the challenge. A couple of the MPPs in Ontario will help S. Lee by doing a call out, just like the Ice Bucket challenge.

The hope is to find someone to challenge the Prime Minister, the NDP leader and the PC leader, so that all of them take part in it.

### **Donor Steward**

Job description to be advertised on Charity Village and LinkedIn for prospection to begin.

It was requested that one committee member assist the staff in the review of the resumes received for the position in order to come up with the 2 or 3 top candidates for the committee’s review. Committee member to be confirmed.

Job description to be re-circulated for the sake of committee members who were not part of the defunct Communications & Fundraising committee.

### **Monetary Contribution from Board Members**

It was reminded that monetary contributions from all Board members, regardless of the amount, is essential in instilling trust in the community that the Board is fully invested in the foundation’s mission and vision.

## **CPFF Communications & Fundraising Committee Minutes of February 26, 2024**

As T. Hunter was not in presence, no update was provided.

### **Whiteboard Video**

It was reminded that French and English 6-minute whiteboard videos, similar to Charlene Fell's, are to be created based on Janet Pope's 90-minute webinar on connective tissue diseases.

### **Will Booklet**

A simplified 1-pager for people who already have wills was created based on the feedback from the Communications & Fundraising committee.

### **Innovation Fund – Major Donors**

There are currently 3 donors who have been identified as potentially wanting to donate large sums of money into the Innovation Fund.

It was pointed out that the Innovation Fund will need design an ironclad policy that gives the Board flexibility on the funds that are invested into it in the event of unforeseen changes to the foundation and/or the economic landscape, in order to avoid situations such as the U of T's forestry endowment fund.

### **Adjournment**

The meeting was adjourned at 2:51 PM.

Next FACS committee meeting – April 8, 2024 at 3:30 PM ET/12:30 PM PT.

Certified correct,

### **SIGNATURES NEEDED**

M. Ashcroft, T. Hunter & H. Smith  
Fundraising, Advocacy, Support & Communications Chairs



# Canadian Pulmonary Fibrosis Foundation

## **CPFF Governance & Finance Committee Minutes**

**Held via ZOOM**

**On Monday February 26, 2024**

**Commencing at 12:00PM ET**

Present: Todd Georgieff, Chair & Governance Chair  
Sharon Lee, Executive Director  
Verity Pringle, Treasurer  
Kirk Morrison  
Ray Protti  
Roberto Zapata  
Shelly Monaghan

Guest(s): None

Regrets: None

Minutes: Roberto Zapata

### **Call to Order**

The meeting was called to order by T. Georgieff.

### **Introductions and Welcome**

T. Georgieff welcomed everyone.

### **Approval of the Governance & Finance Committee Agenda**

It was moved and seconded,

**That the Governance & Finance Committee agenda be approved.**

**Carried.**

### **Declarations of Conflict of Interest**

There were no declarations of conflict.

### **Minutes from January 15, 2024 Meeting**

It was moved and seconded,

**That the minutes from the January 15, 2024 meeting be approved.**

**Carried.**

## CPFF Governance & Finance Committee Minutes of February 26, 2024

### Consent Agenda

- FY24/25 Budget – no update.
- Board Member & Volunteer recruitment – inching along.
- Mileage Reimbursement Rate – updated to reflect current CRA guidelines.

It was moved and seconded,

**That the items from the consent agenda be approved.**

**Carried.**

### Terms of Reference – Consent Agenda

It was agreed that the adoption of a consent agenda be included in the committees and Board terms of reference.

### Discussion Items

It was suggested that any item that is up for discussion should have accompanying documentation in the meeting package, rather than scattered across the Board Portal.

### Action & Decision Log

It was agreed that the Board should be presented a simplified real-time version of the log, rather than the staff's working version, and that it should be placed at a more optimal location in the Board portal.

The simplified version would:

- Exclude the Mover, Seconder, Decision and 2<sup>nd</sup> Action columns;
- Move the date to the first column;
- Include only the last 6 months of actions and decisions; and
- Be added to the Board Operations section of the Board Portal.

R. Zapata and S. Monaghan to provide a recommendation for the file template and location by February 28, 2024.

### Innovation Fund

There were 3 main questions presented for the committee to consider as the next steps of the Innovation Fund initiative were discussed:

- Oversight of the fund: How will CPFF oversee the Innovation Fund and its investments?
- Decision making for spending: How will CPFF decide how the investment proceeds will be used for?
- Foundation capital plan: If CPFF decides to earmark new and existing funds into this initiative, what does that mean for the foundation's asset management and liquidity?

It was pointed out that before a decision is made on the oversight of the fund, the committee must decide on an investment policy.



## **CPFF Governance & Finance Committee Minutes of February 26, 2024**

It was proposed that the fund's capital be invested in safe investments, such as GICs, while the fund's proceeds be re-invested in higher margin investments until the fund has grown big enough to grant out a sizeable amount on a yearly basis.

It was pointed out the fund ought to have the 2 following clauses:

- That the fund's capital cannot be touched by the foundation unless there's an emergency, in order to provide CPFF with some flexibility.
- That the foundation be provided with the flexibility to decide when money is granted out based on the fund's performance.

It was pointed out that, while the fund might take several years to produce its first grant, the committee still needs to decide, in a not-so-distant future, how the money will be granted out and draft a process on the back of that decision. Donors who will be recruited to donate into the fund will have questions about it and it would be easier to have something to point them to.

It was clarified that the Innovation Fund disbursement strategy will be completely at the discretion of the Board, as opposed to the earmarked Fellowships and grants money for which the disbursements are heavily influenced by the MAB.

It was pointed that the Innovation Fund proposal in its current state is a good 3-page introduction, and that an additional 3 or 4 pages that provide insight on the fund's funding, oversight, execution plan and committee makeup ought to be added to complete it.

It was confirmed that currently the plan still is to have the Innovation Fund start out at \$3 million, including \$1 million from CPFF's existing funds, \$1 million from Boehringer Ingelheim and \$1 million that is yet to be fundraised.

S. Lee to lead the development of the full proposal for the Innovation Fund initiative.

Carters to review once a draft full proposal is agreed on.

### **Committee Member Switch**

It was agreed that N. Hilliard's switch to the Fundraising, Advocacy, Communications & Support committee be included in the Governance & Finance's update during the Board meeting.

### **Board Recruitment**

A quick update was provided about T. Georgieff's discussion with Darren Clarke about becoming a Board member.

There's a strong possibility that he may begin as a volunteer committee member while he decides when he would like to become a full Board member.

### **Adjournment**

The meeting was adjourned at 12:58 PM.

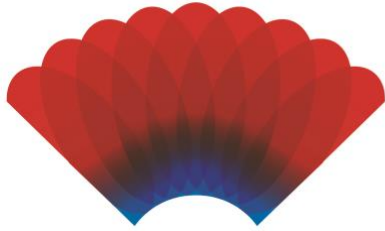
Next Governance & Finance committee meeting is April 15, 2024.

**CPFF Governance & Finance Committee Minutes of February 26, 2024**

Certified correct,

**SIGNATURE NEEDED**

T. Georgieff  
Governance & Finance Chair



# Canadian Pulmonary Fibrosis Foundation

## **Medical Advisory Board Committee Minutes**

**Held via ZOOM**

**On Monday January 29, 2024**

**Commencing at 3:00 pm ET**

Present: Dr. Charlene Fell, MAB Chair  
Todd Georgieff, Board Chair (joined at 3:28 pm)  
Mark Ashcroft, Advocacy & Support Co-Chair  
Sharon Lee, Executive Director  
Dr. Matthew Binnie  
Dr. Martin Kolb  
Dr. Chris Ryerson  
Dr. Shane Shapera

Regrets: Dr. Meena Kalluri  
Dr. Jolene Fisher

Minutes: Roberto Zapata

### **Call to Order**

The meeting was called to order by C. Fell.

### **Introductions and Welcome**

C. Fell welcomed everyone.

### **Approval of the Committee Agenda**

It was moved and seconded,  
**That the committee agenda be approved.**

**Carried.**

### **Declarations of Conflict of Interest**

It was noted that:

- C. Fell and C. Ryerson have a conflict of interest for the application of Dr. Na'ama Avitzur and will be withholding their vote for her application.
- S. Shapera and M. Binnie have a conflict of interest for the application of Dr. Yasmin Behzadian and will be withholding their vote for her application.
- M. Kolb has a conflict of interest for the application of Dr. Albina Tyker and will be withholding his vote for her application.

It was furthermore agreed by the committee that any previous work between committee members and the fellows they are not supervising does not constitute a conflict of interest.

## **MAB Committee Minutes of January 29, 2024**

### **Minutes from April 3, 2023 Meeting**

It was moved and seconded,

**That the minutes from the April 3, 2023 meeting be approved.**

**Carried.**

### **Robert Davidson Fellowship Budget Allocation**

The committee had a lengthy conversation about whether to grant two \$90,000 fellowships or three \$60,000 fellowships given the strength of the 3 applications received.

It was mentioned that, although three \$60,000 fellowships were granted in 2022 despite what was advertised, the Terms of Reference (TOR) of the Robert Davidson (RD) Fellowship were not updated as a consequence and this instance should not constitute a precedent. Therefore, the committee must revisit the topic.

It was agreed that, ultimately, the decision should be based on what's in the best interest of CPFF. It was also agreed that having 3 fellows would improve the ILD landscape in Canada more than only having 2.

There were several propositions to tackle this dilemma:

- It was proposed that, rather than having CPFF fund the full amount of a fellowship, the money could instead be leveraged in a way that supervisors would have to make up the difference (i.e., CPFF funds two thirds and supervisor funds one third). It was however cautioned that this would come with the consequence of putting smaller ILD centres at a disadvantage, as it would be harder for them to make up the difference from other sources.
- It was proposed that the RD Fellowship TOR should include a provision that fellows who apply to it, must also apply for other sources of income. This way, it increases the likelihood that a supervisor won't be responsible for the full amount of the difference.
- It was proposed that, rather than a provision, a line item with a tick box could be included in the application to say that the applicant has applied to other sources of funding, while also providing a list of them. In turn, this way be an additional dimension for the committee to consider when deciding who to award the fellowships to.
- It was proposed that the RD Fellowships should by default be \$60,000 and that the TOR include a provision that states it is expected that the supervisor makes up the difference, but that in special circumstances, CPFF will consider covering the entire amount of the fellowship.

It was pointed out that it is not atypical for fellowships and awards from other organizations not to cover the full amount that's needed.

While the exact wording was not hashed out, it was agreed by the committee that:

## **MAB Committee Minutes of January 29, 2024**

- The RD Fellowship TOR must provide more flexibility to award fellowships between \$60,000 and \$90,000 as needed.
- A mechanism must be in place to ensure that the difference can be made up by other sources of funding if the budget is split between more fellows, though the TOR would mention that it's ultimately the supervisor's responsibility to ensure that the difference, if any, is made up to meet the minimum salary requirements for the university's respective PGY year of training.

C. Fell to update and share RD Fellowships TOR after the meeting.

It was pointed out that 2 of the 3 applications received were for 2-year projects. As such, while those applicants would still need to re-apply for the RD Fellowship for the second year of their project, the committee may decide that renewing their fellowships may be the best use of the funds available.

The committee was in agreement with moving forward with three \$60,000 fellowships.

### **Pharma Funding**

The committee had a short discussion about how to rationalize a \$90,000 fellowship to potential pharma sponsors who have been providing a lot of pushback, given that several organizations provide much lower amounts.

It was pointed out that an updated TOR with a provision that RD Fellowships would range between \$60,000 and \$90,000 could ease some of that pushback.

Additionally, it was pointed out that the full amount of a fellowship doesn't necessarily need to be provided by one sponsor, but rather a combination of sponsors could provide the amount.

It was mentioned that a fellowship is supposed to be salary support, not salary coverage. As such, given the salary requirements for fellows, \$60,000 is still quite generous.

### **Fellows Career Aspirations**

It was pointed out that, according to Heather Davidson, it was Robert Davidson's wish that the money invested in research would benefit Canadians in the long run, and that it would be a shame that a fellow who was supported by the RD Fellowship throughout their training ends up leaving the country.

It was proposed that a section be included in the application about final career aspirations for the committee to review and consider during the approval process, though there were some concerns among committee members about it.

It was agreed that CPFF cannot prevent fellows from ultimately leaving the country, for whatever reason.

## **MAB Committee Minutes of January 29, 2024**

All that being said, it was pointed out that an applicant has been turned down in the past because they were not Canadian citizens and only had the equivalent of a student visa with no clear pathway to remain in Canada after their training.

It was pointed out that, even if a provision is included in the TOR and the fellowship acceptance letters that a fellow must stay in Canada after their fellowship, it is unlikely that litigation would be successful in the event that a fellow ends up leaving the country.

### **Second Year RD Fellowship Application**

It was mentioned that a second-year application to the RD Fellowship would require the fellow to submit:

- A shorter application, about 1 to 2 pages long, outlining their progress to date, what they've accomplished so far and what's left to do during their 2-year project.
- A letter from the supervisor, attesting that the fellow is making progress and they're working well.

It was pointed out that the main challenge is for the fellow to remember the deadline to submit.

### **2024 Fellowship Applications Review**

The committee discussed the merit of the 3 applications.

The committee agreed that all 3 applicants deserve to be funded and will be recommended to the CPFF Board for a \$60,000 fellowship each. No motions were passed, but there were no objections.

C. Fell to dig up the acceptance letters from the 2022 cohort of fellows and to rework them to draft up the acceptance letters for the 2024 applicants.

C. Fell to share the acceptance letters with the committee for review and approval.

### **Adjournment**

The meeting was adjourned at 4:07 pm.

Next MAB committee meeting – TBC.

Certified correct,

### **SIGNATURE NEEDED**

C. Fell  
MAB Chair