



Canadian Pulmonary Fibrosis Foundation  
Board Meeting May 10<sup>th</sup>, 2024  
Via ZOOM

*12:00 pm BC; 2:00 pm AB/SK; 3:00 pm ON; 4:00 pm Atlantic*

## May 10th, 2024 Board Meeting Package

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Topic: CPFF May Board Meeting Via Zoom  
Time: May 10, 2024 03:00 PM Eastern Time (US and Canada)

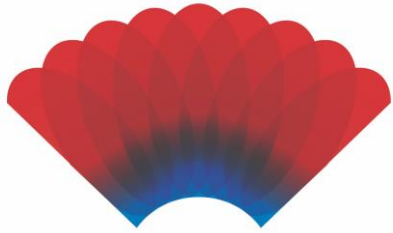
Join Zoom Meeting  
<https://us02web.zoom.us/j/8718991795?omn=85097648994>

Meeting ID: 871 899 1795

## 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 March 1<sup>st</sup>, 2024, Board Meeting: T. Georgieff</b> <ul style="list-style-type: none"> <li>• Motion to accept the minutes of March 01<sup>st</sup>, 2024.</li> <li>• Acceptance of Darren Clark as a Board Member <ul style="list-style-type: none"> <li>▪ <b>Motion:</b> to accept Darren Clarke onto the Board as of May 10<sup>th</sup>, 2024</li> </ul> </li> </ul>	3:07 pm	3:15 pm
6A	<b>CONSENT ITEMS:</b> as circulated, no discussion required. <ul style="list-style-type: none"> <li>➤ CPFF Financial update: V. Pringle &amp; S. Lee</li> <li>➤ Executive Director Report: as circulated.</li> <li>➤ CPFF Committee Reports: <ul style="list-style-type: none"> <li>○ GR: PMPRB update</li> <li>○ CORD – Rare Disease Funding</li> </ul> </li> <li>➤ PF Connector</li> <li>➤ HR Consult status Update</li> <li>➤ Benefits Plan research update</li> <li>➤ Board &amp; ED review process – T. Georgieff</li> </ul>	3:15 pm	4:20 pm

	<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> <p><b>Motion:</b> To accept all consent items as circulated.</p>		
6B	<p><b>STRATEGIC DISCUSSION ITEMS:</b> presentations and feedback</p> <ul style="list-style-type: none"> <li>➤ Medical Advisory Board (MAB): T. Georgieff <ul style="list-style-type: none"> <li>○ Robert Davidson Fellowship process changes</li> </ul> </li> </ul>	4:20 pm	4:40 pm
7	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>➤ In Camera Session (if needed)</li> </ul>	4:40 pm	4:45 pm
8	<p><b>CPFF Board Meeting Dates for FY 23-24:</b></p> <ul style="list-style-type: none"> <li>➤ Friday July 5<sup>th</sup>, 2024</li> <li>➤ Friday September 13<sup>th</sup>, 2024</li> <li>➤ Friday October 11<sup>th</sup>, 2024</li> <li>➤ Friday November 8<sup>th</sup>, 2024</li> </ul>	4:45 pm	4:47 pm
9	<p><b>Adjournment</b></p>	4:48 pm	



# Canadian Pulmonary Fibrosis Foundation

## 2024 CPFF Board Meeting March 01<sup>st</sup>, 2024

March 1st, 2024- via Zoom

**Present:** Todd Georgieff, Chair  
Kirk Morrison, Past Chair  
Mark Ashcroft, Co-Chair FACS Committee (must leave by 4:30 pm)  
Sharon Lee, Executive Director (staff)  
Roberto Zapata, Project CoOrdinator (staff)  
Ray Protti, Director  
Derek Mastin, Director  
Nicole Hilliard, Director (joined at 3:45 pm)

**Regrets:** Verity Pringle, Treasurer  
Tom Hunter, Co-Chair FACS Committee  
Holly Smith, Co-Chair FACS Committee  
Charlene Fell, Medical Advisory Board

**Minutes:** Shelly Monaghan, Executive Assistant (staff)

- 1. Call to Order and Welcome:** Meeting was called to order at 3:11 pm ON time by Todd Georgieff.
  - Todd welcomed everyone, noting that this is the first board meeting utilizing the new Consent agenda format and that this is a time of transition, and the format will become more refined over time.
- 2. Motion: Approval of the Agenda for the March 1<sup>st</sup>, 2024 Board Meeting as amended to have the MAB portion in-camera.**  
Moved by: R. Protti  
Seconded by: M. Ashcroft  

**Carried.**
- 3. Declaration of Conflict of Interest:** None
- 4. Motion: Approval of the Minutes from the January 25<sup>th</sup>, 2024, Board Meeting as circulated.**  
Moved by: K. Morrison  
Seconded by: R. Protti  

**Carried.**

Note – The AGM Minutes are included for review only, while the information is still fresh in everyone’s minds. They will be circulated for approval at next year’s AGM.

## CPFF Board Meeting March 01, 2024

### 5. **Consent Items:** (as circulated)

The Chair noted that the Consent items are for information, with no specific outcome expected. Time will be provided for questions.

### **Financials: S. Lee**

These financials are to the end of January 2024. We are currently in a deficit position as budgeted, and the Chair noted that the Treasurer, V. Pringle, pointed out that everything was fine. Chair acknowledged that it is important to ensure that the correct oversight is in place to control the spending while knowing there is a deficit position. It was suggested rather than continuing with the percentages allocated that is currently used, that CPFF move to specific budget line items where the cost resides. Sharon will connect with the Treasurer to determine the feasibility of such a changeover.

### **Executive Director Report: S. Lee**

No comments or questions.

### **Committee Reports:**

Note from Board Chair: Going forward Nicole Hilliard will be participating in the Governance & Finance committee rather than FACS Committee.

### **Governance & Finance Committee – T. Georgieff**

The committee endorsed the adoption of the Action and Decision Tracker on behalf of the committees and the board. There was a presentation of the Tracker, instructions on where to locate it on the Board Portal, and on how to provide a comment.

### **FACS Committee – M. Ashcroft**

No questions or comments on the Advocacy and Support report that had been pre-circulated.

### 6. **Discussion Items:**

### **Communications & Fundraising: S. Lee and T. Georgieff**

For the 2024 Survey, a review and update of the previous (2022) Questionnaire is underway. The goal is to reduce the number of questions overall and streamline the remaining questions for better data collection. This is a very worthwhile project, as feedback from government indicates that they are very impressed with bi-annual format and feel it boosts our advocacy efforts. Ultimately, an ongoing method of data collection is preferred.

**Medical Advisory Board (MAB): In-Camera to discuss Fellowships**

**Medical Advisory Board (MAB): Return from In-Camera**

**Motion: *To award three \$60k Fellowships as recommended by MAB.***

Moved by: K. Morrison

Seconded by: M. Ashcroft

**Carried.**

**7. New Business:** None.

**8. Next Board of Directors Meetings:**

- 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: 4:22 pm (ON time)**

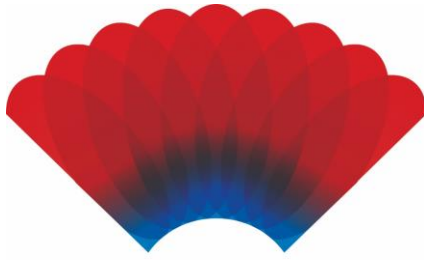
Moved by: T. Georgieff

Seconded by: K. Morrison

Respectfully submitted by: Shelly Monaghan

**SIGNATURE TO BE INCLUDED**

Todd Georgieff,  
CPFF Board Chair



# Canadian Pulmonary Fibrosis Foundation

*Breathing should never be hard work*®

## Memorandum

To: Board of Directors  
From: Sharon Lee, Executive Director  
Date: April 3, 2024  
Subject: Recommendation to Maintain the Robert Davidson Fellowship Funding Structure

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Dear Board Members,

The Medical Advisory Board (MAB) convened on January 29, 2024, to deliberate on the candidates for the Robert Davidson Fellowship. CPFF received three candidates for two \$90,000 grants, and it was evident that each supervisor advocated strongly for their candidate to be awarded the fellowship. This situation raised concerns as the process seemed to lack impartiality.

I am writing to advocate for the continuation of the Canadian Pulmonary Fibrosis Foundation's (CPFF) commitment to the Robert Davidson Fellowship (RDF) program under its current funding structure. The RDF remains pivotal in advancing research and nurturing talented individuals in the field of pulmonary fibrosis.

After thorough deliberation and discussions with Todd and Mark, it is clear that maintaining the allocation of two \$90,000 fellowships is both appropriate and in line with our mission to foster excellence in pulmonary fibrosis research. These fellowships offer substantial support to deserving candidates, empowering them to pursue innovative research endeavors that could potentially lead to breakthroughs in the treatment and care of those afflicted by pulmonary fibrosis.

In light of industry standards and best practices, I recommend that this process be formalized into a policy. It is imperative that applicants and their supervisors maintain an arm's length distance from the reviewing panel responsible for awarding the \$90,000 scholarship. This will ensure fairness, impartiality, and alignment with established industry norms.

Regarding the selection process, I recommend that the CPFF Board appoint a small committee comprising 2 to 3 board directors. This committee would be tasked with reviewing the MAB's recommendations and determining the recipients of the RDF. This approach guarantees transparency and accountability in the decision-making process while capitalizing on the collective expertise of our board members.

By upholding the current RDF funding structure and selection process, we can maintain the integrity of the program and continue to attract top-tier talent in pulmonary fibrosis research. Simultaneously, it ensures the ongoing support of our sponsor, Boehringer Ingelheim, in honoring the legacy of Robert Davidson through this initiative.

Thank you for your attention to this matter. Should you have any questions or require further clarification, please do not hesitate to contact me.



**Canadian  
Pulmonary Fibrosis  
Foundation**

*Breathing should never be hard work®*

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[www.cpff.ca](http://www.cpff.ca)

**Charitable number: 850554858 RR0001**

Memo

To: Board of Directors  
From: Sharon Lee, Executive Director  
Date: April 30, 2024  
Subject: **Updates**

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### **CPFF Financial Reports**

Verity Pringle, Treasurer, will give a verbal report on the attached reports to the Board package.

The FY 23-24 budget anticipates a projected deficit of \$324,000. At the midpoint of the fiscal year, our current deficit stands at \$129,333, representing approximately 40% of the projected deficit, keeping us right on target.

### **Government Relations (GR)**

There are no updates regarding the Patented Medicine Price Review Board (PMPRG) since the last board meeting.

I presented before the Standing Committee on Finance on Monday, April 22, 2024. The Ontario government allocated seven minutes for my input on Bill 180, Building a Better Ontario Act (Budget Measures), 2024. I emphasized that while investments had been made in the healthcare system, they fell short of meeting the needs of many patients. This opportunity stemmed from my meeting with Catherine Fife on Wednesday, March 20, 2024, during which she endorsed my request for full oxygen funding for individuals aged 64 and younger.

### **CORD (Canadian Organization for Rare Disorders)**

There are no updates regarding CORD since the last board meeting.

### **PF Connector**

As previously mentioned, the new HR Consultant will review the job posting and description before it is posted. We are on track to finalize the hiring of the HR Consultant within the next few weeks. Subsequently, we will proceed to post the position on appropriate job boards and collaborate with the Consultant to review resumes.

In connection with the PF Connector position, we conducted a demonstration session of AI software designed to assist PF Clients (patients, caregivers, medical personnel, etc.) with inquiries. This software, which operates within the CPFF website, provides intuitive responses and relevant resource links. By addressing basic inquiries, it will allow the PF Connector to focus on more complex queries or reduce overall response time.

### Timeline

We aim to post the PF Connector position on job boards by mid-June after review by the HR consultant and CPFF's lawyer.

### Cost

The PF Connector may not be hired before the end of the 2023-2024 fiscal year. The projected cost for the full 2024-2025 fiscal year is \$60,000, though this may vary depending on the hiring date.



The proposed AI Software (Nuclia) falls under Phase 2 website updating and is estimated to cost approximately \$9,650 USD to install. There will be a monthly charge of \$500 USD (\$8,400 CAD annually) for software and support, following the installation, along with an installation and testing fee of approximately \$1,200. The software has the potential to reduce or eliminate the need for additional PF Connector personnel in other provinces.

### **HR Consultant**

The RFP position was circulated to Human Resources Consultants, resulting in interest from five candidates. After interviews and further assessment, we have selected Hilda Gan of People Bright as our HR Consultant.

People Bright, led by Hilda Gan, offers expertise in board situations and healthcare, providing strategic support tailored to CPFF's needs.

Annual Cost: \$6,600 plus special projects

### **Benefits Plan Update**

An RFP was issued nationwide, resulting in quotes from two companies for group health and dental plans. Upon comparison with the CPFF Internal Spending Account (ISA) program, the ISA offered more coverage for less cost. These external plans lacked adequate paramedical and vision coverage within budget constraints, with potential increases in costs based on utilization. In contrast, the ISA allows unused funds to be retained by the organization.

Since our initial RFP we have been approached by another insurer that specializes in providing coverage for non-profit organizations. The information looks promising, and we will continue explore further. In the meantime, we will remain with our internal plan.

### **Donor Coordinator**

The Donor Coordinator position was advertised nationally, with several applicants shortlisted for interviews. The top candidate has been selected, and the offer is pending legal review.

### Timeline

Pending legal review, Marsha Clyne is expected to onboard as the Donor Coordinator during the week of May 13th, 2024.

### Cost

If hired on May 13th, 2024, the cost for the remainder of the current fiscal year would be approximately \$12,500, based on a budgeted salary of \$60,000 per annum. Starting from August 1st, 2024, the annual cost for the position would be \$60,000.

### **Board & ED Review Process**

Hilda Gan will assist CPFF in the Board and ED review process. Todd will provide the G forms used in the previous year for reference.

### **Poplar Rehab Course**

At the request of the FACS committee the admin team is investigating the potential for train-the-trainer or similar cost-saving options with Poplar. We are scheduled to have a meeting with them at the end of May and will take our findings to the committee's June meeting.

### **Board Retreat 2025**

Todd is reviewing the proposal of a 3-day event similar to this year's with the G&F committee. **Tentative dates are January 15 – 18 for planning purposes.** The first day would focus on governance training, second day would be broken into two parts – morning would be AGM & Board meeting and the afternoon would be the strategic retreat. The wrap-up on Saturday morning will conclude the Board retreat.

## Videos and Webinars

The team is working on Pliant Beacon IPF Webinar with Dr. Greg Cosgrove for presentation on May 15<sup>th</sup>, 2024. There will also be a CPFF Explanatory Video with Dr. Janet Pope presenting slated for mid-May release.

Planning is underway for filming at the PF Walks, and for a Documentary of Patient and Doctor pieces for a mid-November release.

*Cost:* About \$850 per video, including editing, posting to YouTube, and posting to the CPFF video library & resources.

## EventMobi/StreamYard

We've identified a more effective solution for achieving our goals compared to EventMobi. The Canadians Living with Pulmonary Fibrosis Facebook support group, initiated by CPFF, has become a hub for community engagement. It is recommended that the group chat initiative be resumed once the PF Connector is hired.

[StreamYard](#) offers the ability to embed the webinar directly on the CPFF website, or alternatively to push out the webinar to multiples social media platforms. While the two are mutually exclusive, it was agreed that the best course of action is to stream the webinars on the CPFF website, and then push them to social media once recorded. Like Zoom, the platform allows the webinars to be recorded, with up to 50 hours of storage.

Currently use EventMobi plus Zoom Webinars - \$13,375 per year + \$592 per year (with 50% Zoom discount) = **\$13,967**

StreamYard Pro plan plus Facebook streaming - \$592 per year + \$0 (Facebook free) = **\$592**

**Savings = \$13,375 per year**

By embracing StreamYard, we can enhance our ability to engage with our communities (patients, healthcare professionals, government officials) more effectively across diverse social media channels, thereby expanding our support base.

## Fundraising Advocacy Communications Support (FACS)

FACS committee discussed various topics, including a request from the Vancouver Island Support Group for funding to send three people to the Poplar Rehabilitation Program, which raised concerns about setting precedents for future funding requests. The committee agreed to explore cost-saving alternatives and present recommendations to the Board. See above on the **Poplar Rehab Course**

The FACS committee is actively working on the following items, please read the committee minutes for further information.

- Whiteboard Video
- Innovation Fund,
- CPFF E-Store
- Patented Medical Pricing Review Board (PMPRB)
- Patient Connector
- Oxygen Paper
- Federal Drug Money application
- CORD Advocacy
- Adoption of StreamYard for webinars
- Rare Disease Month campaign which has been completed and was successful in supporting CPFF's four pillars
- Ongoing work on contributions from Board members
- Concerns regarding fairness and conflict of interest in the MAB fellowship process. It was agreed to address these issues delicately to maintain the integrity of CPFF's governance and attract new talent to MAB in the future.

## **Governance & Finance (G&F)**

The Governance and Finance Committee discussed several consent items in their recent meeting:

1. Draft FY24/25 Budget: Sharon expressed difficulty in including certain items, especially variables, in the budget, including promised donations from pharmaceutical companies. Verity agreed to meet with Sharon in mid-May to devise the best approach to present these items to the Committee and Board.
2. Board Member & Volunteer Recruitment: Darren Clarke has received positive feedback after meeting with several board members. Todd will assess any conflict of interest with his family's foundation and review the volunteer onboarding process with Sharon. They also discussed instituting annual signoffs from board members on adherence to Board policies.
3. Innovation Fund: No new updates were provided.
4. MAB (Medical Advisory Board): Todd will meet with Charlene Fell to discuss the process, conflicts of interest, roles confirmation, and the status of additional MAB hires.
5. PF Connector Update: With the selection of the HR Consultant, they will review and advise on the PF Connector posting, qualifications, and recruitment plan.
6. Donor Coordinator Update: A candidate has been selected, pending acceptance of the offer. The start date is expected to be May 13th.

In the discussion:

1. HR Consultant: They selected someone with both HR experience and a medical background, which will be beneficial for the PF Connector role.
2. Finance Update: Verity provided a verbal update, mentioning that the deficit is less than predicted, and the Bookkeeper is awaiting bank statements to enter March figures.
3. Benefits Plan Research Update: They plan to involve the new HR Consultant in researching LTD and employee RRSP plans.

CPFF Fiscal July 31, 2024  
August 2023 YTD

		8.00		100%	14%	16.00%	24%	23%	23%	
	July 2023 ACTUAL	2024 budget	YTD BUDGET	VARIANCE	2024 Actual	Admin	Advocay	Education Awairness	Patient Support	Research
Foundation Grants	479,940	475,000	316,667	(94,167)	222,500	222,500				
Donation and fundraising	903,676	160,000	106,667	77,056	183,722	183,722				
Regional Donations			-	-						
Interst income	20,705		-	272	272	272				
Miscellaneous Income	-									
Deferred Revenue										
	<b>1,404,321</b>	<b>635,000</b>	<b>423,333</b>	<b>(16,839)</b>	<b>406,495</b>	<b>406,495</b>	-	-	-	-
1 Grants to charities	120,567	180,000	120,000	(120,000)	-	-	-	-	-	-
	-	40,000	26,667	78,707	105,373.84	14,752	16,860	25,290	24,236	24,236
2 Salaries & benefits	109,163	125,000	83,333	(7,314)	76,019	10,643	12,163	18,245	17,484	17,484
	71,425	53,000	35,333	24,653	59,987	8,398	9,598	14,397	13,797	13,797
3 Patient support	1,939	500	333	2,537	2,870	402	459	689	660	660
		5,000	3,333	(3,333)		-	-	-	-	-
		25,000	16,667	(16,667)		-	-	-	-	-
		27,000	18,000	(18,000)		-	-	-	-	-
		17,500	11,667	(11,667)		-	-	-	-	-
4 Communications/Support website costs	134	200,000	133,333	(133,265)	68.37	10	11	16	16	16
5 Awareness and advocacy	22,133	10,000	6,667	55,804	62,470	8,746	9,995	14,993	14,368	14,368
		10,000				-	-	-	-	-
		100,000				-	-	-	-	-
		20,000				-	-	-	-	-
6 Fundraising events costs	42	75,000	50,000	(50,000)	-	-	-	-	-	-
			-	-		-	-	-	-	-
			-	-		-	-	-	-	-
7 Program education and consulting	370,824		-	266,946	266,946	37,373	42,711	64,067	61,398	61,398
			-	-		-	-	-	-	-
			-	-		-	-	-	-	-
			-	-		-	-	-	-	-
	<b>696,229</b>	<b>888,000</b>	<b>505,333</b>	<b>68,402</b>	<b>573,735</b>	<b>80,323</b>	<b>91,798</b>	<b>137,696</b>	<b>131,959</b>	<b>131,959</b>
8 Professional fees	15,071	51,000	34,000	(5,854)	28,146	3,940	4,503	6,755	6,473	6,473
9 office and general	43,943	5,300	3,533	19,097	22,631	3,168	3,621	5,431	5,205	5,205
10 Travel and meeting costs	14,132	4,000	2,667	28,203	30,869	4,322	4,939	7,409	7,100	7,100
11 Telephone/Internet	8,489	6,700	4,467	1,621	6,087	852	974	1,461	1,400	1,400
12 Insurance	4,799	4,000	2,667	(2,667)	-	-	-	-	-	-
13 Interest and bank charges	349		-	(360)	360	50	58	87	83	83
	<b>86,783</b>	<b>71,000</b>	<b>47,333</b>	<b>40,039</b>	<b>87,373</b>	<b>12,232</b>	<b>13,980</b>	<b>20,969</b>	<b>20,096</b>	<b>20,096</b>
	<b>621,309</b>	<b>-324,000</b>	<b>-129,333</b>	<b>(125,280)</b>	<b>254,613</b>	<b>313,940</b>	<b>-105,777</b>	<b>-158,666</b>	<b>-152,055</b>	<b>-152,055</b>

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

	As of Mar. 31, 2024	Total As of Mar. 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	1,096,215.01	1,135,156.69	-38,941.68
1061 TD Investor Acct	15,740.98	15,345.67	395.31
1062 BMO High Interest Savings	603,829.37	583,434.15	20,395.22
<b>Total Cash and Cash Equivalent</b>	<b>\$ 1,985,785.36</b>	<b>\$ 2,003,936.51</b>	<b>-\$ 18,151.15</b>
1320 Prepaid Expenses	1,621.00	1,621.00	0.00
2318 PSB Rebate Receivable	24,508.07	26,735.66	-2,227.59
<b>Total Current Assets</b>	<b>\$ 2,011,914.43</b>	<b>\$ 2,032,293.17</b>	<b>-\$ 20,378.74</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>\$ 2,011,914.43</b>	<b>\$ 2,032,293.17</b>	<b>-\$ 20,378.74</b>
<b>Liabilities and Equity</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Card</b>			
1070 TD Visa 3392	14,887.53	8,186.65	6,700.88
<b>Total Credit Card</b>	<b>\$ 14,887.53</b>	<b>\$ 8,186.65</b>	<b>\$ 6,700.88</b>
<b>2000 Current Liabilities</b>			
2220 Vacation Payable	24,130.03	24,965.84	-835.81
2315 GST/HST Paid on Purchases	-9,689.16	-9,567.63	-121.53
<b>Total 2000 Current Liabilities</b>	<b>\$ 14,440.87</b>	<b>\$ 15,398.21</b>	<b>-\$ 957.34</b>
Due to TD Bank	270.00	270.00	0.00
<b>Total Current Liabilities</b>	<b>\$ 29,598.40</b>	<b>\$ 23,854.86</b>	<b>\$ 5,743.54</b>
<b>Total Liabilities</b>	<b>\$ 29,598.40</b>	<b>\$ 23,854.86</b>	<b>\$ 5,743.54</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	-254,613.03	392,818.35	-647,431.38
<b>Total Equity</b>	<b>\$ 1,982,316.03</b>	<b>\$ 2,008,438.31</b>	<b>-\$ 26,122.28</b>
<b>Total Liabilities and Equity</b>	<b>\$ 2,011,914.43</b>	<b>\$ 2,032,293.17</b>	<b>-\$ 20,378.74</b>

# Canadian Pulmonary Fibrosis Foundation

## Profit and Loss by Class

August 2023 - March 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	75,668.21					75,668.21
4030 Donations from Other Charities	33,439.93					33,439.93
4040 Unreceipted Donations	20.00					20.00
4300 Donations Through Paypal	2,417.41					2,417.41
4301 Donations Through Canada Helps	54,758.57					54,758.57
4302 Donations Through CAF Canada	322.00					322.00
4303 Donations Through CDN Online Giving	8,976.09					8,976.09
4304 Donations Through My Tribute Gift	3,313.95					3,313.95
4305 Donations Through United Way	846.25					846.25
<b>Total 4010 Contributions</b>	<b>\$ 179,762.41</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 179,762.41</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						222,500.00
4440 Interest Income						272.37
<b>Total 4000 Revenue</b>	<b>\$ 406,494.78</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 406,494.78</b>
<b>Total Income</b>	<b>\$ 406,494.78</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 406,494.78</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	1,824.28	2,084.86	3,127.29	2,997.01	2,997.01	13,030.45
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>\$ 14,752.36</b>	<b>\$ 16,859.78</b>	<b>\$ 25,289.70</b>	<b>\$ 24,236.00</b>	<b>\$ 24,236.00</b>	<b>\$ 105,373.84</b>
<b>Total Cost of Goods Sold</b>	<b>\$ 14,752.36</b>	<b>\$ 16,859.78</b>	<b>\$ 25,289.70</b>	<b>\$ 24,236.00</b>	<b>\$ 24,236.00</b>	<b>\$ 105,373.84</b>
<b>GROSS PROFIT</b>	<b>\$ 391,742.42</b>	<b>-\$ 16,859.78</b>	<b>-\$ 25,289.70</b>	<b>-\$ 24,236.00</b>	<b>-\$ 24,236.00</b>	<b>\$ 301,120.94</b>
<b>EXPENSES</b>						
<b>02. Salaries &amp; Benefits</b>						0.00
5410 Wages & Salaries						0.00
5411 Executive Director Salary	9,093.51	10,392.57	15,588.89	14,939.35	14,939.35	64,953.67
5412 Admin Asst. / Communications	1,456.53	1,664.61	2,496.92	2,392.87	2,392.87	10,403.80
5414 Project Coordinator	5,222.18	5,968.22	8,952.32	8,579.32	8,579.32	37,301.36
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>\$ 15,942.52</b>	<b>\$ 18,220.03</b>	<b>\$ 27,330.08</b>	<b>\$ 26,191.32</b>	<b>\$ 26,191.32</b>	<b>\$ 113,875.27</b>
5420 EI Expense	260.83	298.02	447.03	428.42	428.42	1,862.72
5430 CPP Expense	655.14	748.70	1,123.10	1,076.31	1,076.31	4,679.56
5460 Vacation Accrual	1,143.95	1,307.37	1,961.03	1,879.33	1,879.33	8,171.01
5461 Payroll Admin Expense	148.01	169.15	253.67	243.14	243.14	1,057.11
5470 Employee Benefits - Sharon	445.24	508.80	763.20	731.44	731.44	3,180.12
5471 Employee Benefits - Roberto	445.20	508.80	763.14	731.42	731.42	3,179.98
<b>Total 02. Salaries &amp; Benefits</b>	<b>\$ 19,040.89</b>	<b>\$ 21,760.87</b>	<b>\$ 32,641.25</b>	<b>\$ 31,281.38</b>	<b>\$ 31,281.38</b>	<b>\$ 136,005.77</b>
03. Patient Support	401.87	459.24	688.89	660.20	660.20	2,870.40
<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	120.71	137.91	206.90	198.31	198.31	862.14
5530 Awareness & Advocacy	8,420.30	9,623.14	14,434.71	13,833.28	13,833.28	60,144.71
5615 Advertising and Promotion	204.90	234.18	351.25	336.64	336.64	1,463.61
<b>Total 05. Awareness &amp; Advocacy</b>	<b>\$ 8,745.91</b>	<b>\$ 9,995.23</b>	<b>\$ 14,992.86</b>	<b>\$ 14,368.23</b>	<b>\$ 14,368.23</b>	<b>\$ 62,470.46</b>
<b>07. Program Education &amp; Consulting</b>						1,034.35
5511 Patient Education	37,130.12	42,434.41	63,651.59	60,999.49	60,999.49	265,215.10
5515 Consulting	97.58	111.52	167.27	160.31	160.31	696.99
<b>Total 07. Program Education &amp; Consulting</b>	<b>\$ 37,372.51</b>	<b>\$ 42,711.40</b>	<b>\$ 64,067.11</b>	<b>\$ 61,397.71</b>	<b>\$ 61,397.71</b>	<b>\$ 266,946.44</b>
<b>08. Professional Fees</b>						0.00
5610 Accounting & Legal	2,215.48	2,531.98	3,797.97	3,639.73	3,639.73	15,824.89

5695 Professional Fees	735.40	840.43	1,260.69	1,208.17	1,208.17	5,252.86
5696 Bookkeeping	989.52	1,130.86	1,696.30	1,625.60	1,625.60	7,067.88
<b>Total 08. Professional Fees</b>	<b>\$ 3,940.40</b>	<b>\$ 4,503.27</b>	<b>\$ 6,754.96</b>	<b>\$ 6,473.50</b>	<b>\$ 6,473.50</b>	<b>\$ 28,145.63</b>
<b>09. General &amp; Administrative</b>						0.00
5500 General Administrative Expenses	1,143.65	1,310.65	1,966.02	1,884.14	1,884.14	8,188.60
5525 Conferences	66.43	75.92	113.88	109.14	109.14	474.51
5571 Website Hosting	38.67	44.20	66.30	63.53	63.53	276.23
5640 Courier & Postage	329.64	376.70	565.08	541.54	541.54	2,354.50
5686 Governance	23.73	27.12	40.67	38.99	38.99	169.50
5700 Office Supplies	805.29	920.32	1,380.49	1,322.99	1,322.99	5,752.08
5770 Storage	44.09	50.39	75.57	72.43	72.43	314.91
5890 Credit Card fees	35.71	40.81	61.13	58.64	58.64	254.93
5891 Other Commissions	300.63	343.55	515.32	493.88	493.88	2,147.26
5895 Canada Helps fees	364.06	416.06	624.07	598.09	598.09	2,600.37
5896 PayPal fees	13.69	15.66	23.50	22.54	22.54	97.93
<b>Total 09. General &amp; Administrative</b>	<b>\$ 3,165.59</b>	<b>\$ 3,621.38</b>	<b>\$ 5,432.03</b>	<b>\$ 5,205.91</b>	<b>\$ 5,205.91</b>	<b>\$ 22,630.82</b>
<b>10. Travel &amp; Meeting Costs</b>	338.17	386.48	579.69	555.57	555.57	2,415.48
5195 Directors Meeting Expenses	378.20	432.20	648.31	621.29	621.29	2,701.29
5784 Travel	3,605.35	4,120.37	6,180.55	5,923.07	5,923.07	25,752.41
<b>Total 10. Travel &amp; Meeting Costs</b>	<b>\$ 4,321.72</b>	<b>\$ 4,939.05</b>	<b>\$ 7,408.55</b>	<b>\$ 7,099.93</b>	<b>\$ 7,099.93</b>	<b>\$ 30,869.18</b>
<b>11. Telephone/Internet</b>						0.00
5780 Telephone Expense	106.03	121.18	181.76	174.21	174.21	757.39
5781 Internet	746.19	852.79	1,279.18	1,225.91	1,225.91	5,329.98
<b>Total 11. Telephone/Internet</b>	<b>\$ 852.22</b>	<b>\$ 973.97</b>	<b>\$ 1,460.94</b>	<b>\$ 1,400.12</b>	<b>\$ 1,400.12</b>	<b>\$ 6,087.37</b>
<b>13. Bank and Interest Charges</b>						0.00
5690 Bank Service Charges	-50.45	-57.67	-86.51	-82.92	-82.92	-360.47
<b>Total 13. Bank and Interest Charges</b>	<b>-\$ 50.45</b>	<b>-\$ 57.67</b>	<b>-\$ 86.51</b>	<b>-\$ 82.92</b>	<b>-\$ 82.92</b>	<b>-\$ 360.47</b>
<b>Total Expenses</b>	<b>\$ 77,800.24</b>	<b>\$ 88,917.68</b>	<b>\$ 133,376.47</b>	<b>\$ 127,819.79</b>	<b>\$ 127,819.79</b>	<b>\$ 555,733.97</b>
<b>PROFIT</b>	<b>\$ 313,942.18</b>	<b>-\$ 105,777.46</b>	<b>-\$ 158,666.17</b>	<b>-\$ 152,055.79</b>	<b>-\$ 152,055.79</b>	<b>-\$ 254,613.03</b>

Wednesday, Apr. 24, 2024 06:01:53 p.m. GMT-7 - Accrual Basis



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

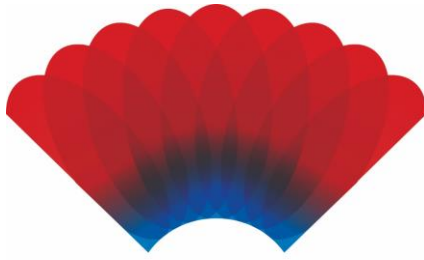
	Aug. 2023 - Mar. 2024	Total Aug. 2022 - Mar. 2023 (PY)	Change
<b>INCOME</b>			
4000 Revenue			0.00
4010 Contributions			0.00
4020 Receipted Donations	75,668.21	65,381.91	10,286.30
4027 Rcptd Donations - September Awareness Walks		55,526.25	-55,526.25
4030 Donations from Other Charities	33,439.93	26,642.30	6,797.63
4035 Rcptd Donations - Donated Prop		73,984.26	-73,984.26
4040 Unreceipted Donations	20.00	502.00	-482.00
4195 Bequests Received		30,629.76	-30,629.76
4300 Donations Through Paypal	2,417.41	7,486.28	-5,068.87
4301 Donations Through Canada Helps	54,758.57	95,328.17	-40,569.60
4302 Donations Through CAF Canada	322.00	158.00	164.00
4303 Donations Through CDN Online Giving	8,976.09	7,029.73	1,946.36
4304 Donations Through My Tribute Gift	3,313.95	5,416.25	-2,102.30
4305 Donations Through United Way	846.25	423.95	422.30
<b>Total 4010 Contributions</b>	<b>\$ 179,762.41</b>	<b>\$ 368,508.86</b>	<b>-\$ 188,746.45</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	222,500.00	469,940.00	-247,440.00
4440 Interest Income	272.37	186.44	85.93
<b>Total 4000 Revenue</b>	<b>\$ 406,494.78</b>	<b>\$ 838,635.30</b>	<b>-\$ 432,140.52</b>
<b>Total Income</b>	<b>\$ 406,494.78</b>	<b>\$ 838,635.30</b>	<b>-\$ 432,140.52</b>
<b>COST OF GOODS SOLD</b>			

<b>5000 Cost of Goods Sold</b>				0.00
<b>5190 Grants Made</b>	90,000.00	20,000.00		70,000.00
<b>5252 Clarke Family run - Expenses</b>	13,030.45	2,753.46		10,276.99
<b>5255 Montreal Walk - Expenses</b>	853.98			853.98
<b>5256 Virtual Walk - Expenses</b>	1,489.41			1,489.41
<b>5320 Sponsorship Costs</b>		2,000.00		-2,000.00
<b>Total 5000 Cost of Goods Sold</b>	<b>\$ 105,373.84</b>	<b>\$ 24,753.46</b>	<b>\$ 80,620.38</b>	
<b>Total Cost of Goods Sold</b>	<b>\$ 105,373.84</b>	<b>\$ 24,753.46</b>	<b>\$ 80,620.38</b>	
<b>GROSS PROFIT</b>	<b>\$ 301,120.94</b>	<b>\$ 813,881.84</b>	<b>-\$ 512,760.90</b>	
<b>EXPENSES</b>				
<b>02. Salaries &amp; Benefits</b>				0.00
<b>5410 Wages &amp; Salaries</b>				0.00
<b>5411 Executive Director Salary</b>	64,953.67	59,393.87		5,559.80
<b>5412 Admin Asst. / Communications</b>	10,403.80			10,403.80
<b>5414 Project Coordinador</b>	37,301.36	36,039.98		1,261.38
<b>5415 Payables Coordinator - Heather</b>	1,216.44	558.00		658.44
<b>Total 5410 Wages &amp; Salaries</b>	<b>\$ 113,875.27</b>	<b>\$ 95,991.85</b>	<b>\$ 17,883.42</b>	
<b>5420 EI Expense</b>	1,862.72	1,555.43		307.29
<b>5430 CPP Expense</b>	4,679.56	3,941.99		737.57
<b>5460 Vacation Accrual</b>	8,171.01	8,954.91		-783.90
<b>5461 Payroll Admin Expense</b>	1,057.11	937.32		119.79
<b>5470 Employee Benefits - Sharon</b>	3,180.12	4,570.45		-1,390.33
<b>5471 Employee Benefits - Roberto</b>	3,179.98	1,741.39		1,438.59
<b>Total 02. Salaries &amp; Benefits</b>	<b>\$ 136,005.77</b>	<b>\$ 117,693.34</b>	<b>\$ 18,312.43</b>	
<b>03. Patient Support</b>	2,870.40	1,305.51		1,564.89
<b>04. COMMUNICATION / SUPPORT WEBSITE COSTS</b>				0.00
<b>5335 Website Development</b>	68.37			68.37
<b>Total 04. COMMUNICATION / SUPPORT WEBSITE COSTS</b>	<b>\$ 68.37</b>	<b>\$ 0.00</b>	<b>\$ 68.37</b>	
<b>05. Awareness &amp; Advocacy</b>				0.00
<b>5327 Newsletter Expense</b>	862.14	2,260.40		-1,398.26
<b>5530 Awareness &amp; Advocacy</b>	60,144.71	10,584.71		49,560.00
<b>5615 Advertising and Promotion</b>	1,463.61	2,300.73		-837.12
<b>Total 05. Awareness &amp; Advocacy</b>	<b>\$ 62,470.46</b>	<b>\$ 15,145.84</b>	<b>\$ 47,324.62</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>	265,215.10	230,067.16		35,147.94
<b>5515 Consulting</b>	696.99	1,405.97		-708.98
<b>Total 07. Program Education &amp; Consulting</b>	<b>\$ 266,946.44</b>	<b>\$ 231,473.13</b>	<b>\$</b>	<b>35,473.31</b>
<b>08. Professional Fees</b>				0.00
<b>5610 Accounting &amp; Legal</b>	15,824.89	1,685.43		14,139.46
<b>5695 Professional Fees</b>	5,252.86	597.64		4,655.22
<b>5696 Bookkeeping</b>	7,067.88	7,067.92		-0.04
<b>5705 Membership fees, dues, subscrip</b>		880.27		-880.27
<b>Total 08. Professional Fees</b>	<b>\$ 28,145.63</b>	<b>\$ 10,231.26</b>	<b>\$</b>	<b>17,914.37</b>
<b>09. General &amp; Administrative</b>				0.00
<b>5500 General Administrative Expenses</b>	8,188.60	10,716.93		-2,528.33
<b>5520 Education</b>		326.06		-326.06
<b>5525 Conferences</b>	474.51	919.87		-445.36
<b>5571 Website Hosting</b>	276.23	481.85		-205.62
<b>5640 Courier &amp; Postage</b>	2,354.50	419.37		1,935.13
<b>5650 Staff Equipement - computers</b>	0.00	568.11		-568.11
<b>5686 Governance</b>	169.50	7,366.51		-7,197.01
<b>5700 Office Supplies</b>	5,752.08	1,831.73		3,920.35
<b>5770 Storage</b>	314.91	2,477.73		-2,162.82
<b>5890 Credit Card fees</b>	254.93	264.50		-9.57
<b>5891 Other Commissions</b>	2,147.26	352.89		1,794.37
<b>5895 Canada Helps fees</b>	2,600.37	2,043.24		557.13
<b>5896 PayPal fees</b>	97.93	0.96		96.97
<b>Total 09. General &amp; Administrative</b>	<b>\$ 22,630.82</b>	<b>\$ 27,769.75</b>	<b>-\$</b>	<b>5,138.93</b>
<b>10. Travel &amp; Meeting Costs</b>	2,415.48	865.21		1,550.27
<b>5195 Directors Meeting Expenses</b>	2,701.29			2,701.29
<b>5784 Travel</b>	25,752.41	9,870.96		15,881.45
<b>5789 Travel - non refundable</b>		752.59		-752.59
<b>Total 10. Travel &amp; Meeting Costs</b>	<b>\$ 30,869.18</b>	<b>\$ 11,488.76</b>	<b>\$</b>	<b>19,380.42</b>
<b>11. Telephone/Internet</b>				0.00
<b>5780 Telephone Expense</b>	757.39	1,328.85		-571.46
<b>5781 Internet</b>	5,329.98	4,462.31		867.67
<b>Total 11. Telephone/Internet</b>	<b>\$ 6,087.37</b>	<b>\$ 5,791.16</b>	<b>\$</b>	<b>296.21</b>

<b>13. Bank and Interest Charges</b>				0.00
<b>5690 Bank Service Charges</b>		-360.47	122.82	-483.29
<b>Total 13. Bank and Interest Charges</b>	<b>-\$</b>	<b>360.47</b>	<b>\$ 122.82</b>	<b>-\$ 483.29</b>
<b>Total Expenses</b>	<b>\$</b>	<b>555,733.97</b>	<b>\$ 421,063.49</b>	<b>\$ 134,670.48</b>
<b>PROFIT</b>	<b>-\$</b>	<b>254,613.03</b>	<b>\$ 392,818.35</b>	<b>-\$ 647,431.38</b>

Wednesday, Apr. 24, 2024 06:02:14 p.m. GMT-7 - Accrual Basis



# Canadian Pulmonary Fibrosis Foundation

*Breathing should never be hard work*®

## Memorandum

To: Board of Directors  
From: Sharon Lee, Executive Director  
Date: April 3, 2024  
Subject: Recommendation to Maintain the Robert Davidson Fellowship Funding Structure

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Dear Board Members,

The Medical Advisory Board (MAB) convened on January 29, 2024, to deliberate on the candidates for the Robert Davidson Fellowship. CPFF received three candidates for two \$90,000 grants, and it was evident that each supervisor advocated strongly for their candidate to be awarded the fellowship. This situation raised concerns as the process seemed to lack impartiality.

I am writing to advocate for the continuation of the Canadian Pulmonary Fibrosis Foundation's (CPFF) commitment to the Robert Davidson Fellowship (RDF) program under its current funding structure. The RDF remains pivotal in advancing research and nurturing talented individuals in the field of pulmonary fibrosis.

After thorough deliberation and discussions with Todd and Mark, it is clear that maintaining the allocation of two \$90,000 fellowships is both appropriate and in line with our mission to foster excellence in pulmonary fibrosis research. These fellowships offer substantial support to deserving candidates, empowering them to pursue innovative research endeavors that could potentially lead to breakthroughs in the treatment and care of those afflicted by pulmonary fibrosis.

In light of industry standards and best practices, I recommend that this process be formalized into a policy. It is imperative that applicants and their supervisors maintain an arm's length distance from the reviewing panel responsible for awarding the \$90,000 scholarship. This will ensure fairness, impartiality, and alignment with established industry norms.

Regarding the selection process, I recommend that the CPFF Board appoint a small committee comprising 2 to 3 board directors. This committee would be tasked with reviewing the MAB's recommendations and determining the recipients of the RDF. This approach guarantees transparency and accountability in the decision-making process while capitalizing on the collective expertise of our board members.

By upholding the current RDF funding structure and selection process, we can maintain the integrity of the program and continue to attract top-tier talent in pulmonary fibrosis research. Simultaneously, it ensures the ongoing support of our sponsor, Boehringer Ingelheim, in honoring the legacy of Robert Davidson through this initiative.

Thank you for your attention to this matter. Should you have any questions or require further clarification, please do not hesitate to contact me.