

MINUTES of the Meeting of the Trustees of the Canadian Bridge Federation Charitable Fund held at the Roehampton Hotel, Toronto, Ont. on May 12, 2001.

PRESENT: Marilyn White - CBFCF Chairperson
Mary Moulton - Zone I Trustee
Doug Heron - Zone II Trustee
Ray Lee - Zone III Trustee
Bill Treble - Zone IV Trustee
Nicholas Gartaganis - Zone V Trustee
Jennifer Ballantyne - Zone VI Trustee
Janice Anderson - Executive Secretary

Marilyn declared a quorum and the meeting to be regularly constituted, and called the meeting to order at 12:45pm.

NOTE: Throughout these minutes the following abbreviations are used:

CBF - shall refer to the Canadian Bridge Federation

CBFCF - shall refer to the Canadian Bridge Federation Charity Foundation

ACBL - shall refer to the American Contract Bridge League

1.0 CALL TO ORDER

Chairperson ,Marilyn White, called the meeting to order and went over the agenda.

2.0 RECOGNITION OF NEW TRUSTEES

MOTION: The Trustees of the CBFCF confirm the election, by acclamation, of Mary Moulton as the Trustee for Zone I and the re-election by acclamation of Bill Treble as the Trustee for Zone IV. The appointment of Jennifer Ballantyne to complete the term of Zone VI Trustee was also acknowledged.

MOVED by Nicholas Gartaganis.

SECONDED by Ray Lee.

CARRIED UNANIMOUSLY.

3.0 MINUTES OF THE MEETING OF MAY 15, 2000

MOTION: The Trustees of the CBFCF adopt the minutes of the May 15, 2000 meeting as distributed.

MOVED by Nicholas Gartaganis.

SECONDED by Doug Heron.

CARRIED UNANIMOUSLY.

4.0 ACTIONS PASSED BY EMAIL VOTING

The Board confirmed the following procedure and motion passed during the year by an Email vote.

FORMAT FOR HANDLING REQUESTS TO THE CBF CHARITABLE FOUNDATION

1. Only charitable requests received by December 31st will be considered for allocation of funds in the following year.
2. All Zone Trustees who have a proposal to make must make a written (Email is OK) submission to the Chairperson of the Charitable Foundation by December 31st.
3. The Chairperson of the Foundation will summarize all proposals received and add her/his proposals for the distribution of funds and will submit a report to Janice Anderson two months prior to the CBFCF Trustees Meeting.

REGIONAL CHARITY INFORMATION DEADLINE

MOTION: The Trustees of the Canadian Bridge Federation Charitable Foundation (CBFCF) agree that all Regional charity contribution information must be submitted every year to the CBFCF Chairperson by November 15th. The CBFCF Chairperson has the authority to allocate, to one or more of the designated charities, the regional charity funds of those Trustees who fail to submit the required information by November 15th.

CARRIED UNANIMOUSLY

5.0 BUSINESS ARISING FROM THE MINUTES**5.1 2000 COMMITMENTS**

Marilyn White reported on the 2000 commitments and confirmed that all, except for Zone I donation to Literacy Groups, were met.

1) Literacy Groups

- designated at 2000 meeting: Frontier College \$1,400 plus each Trustee was to donate \$600 to Literacy groups in their Zone.

- Total Designated: \$ 5,000.00

Frontier College: \$1,400

Zones: Zone I nothing donated

Zone II nothing donated

Zone III

Beat the Street \$ 600.00 \$ 600.00

Zone IV

Bookmates \$ 500.00 \$ 600.00 (plus \$100 of Regional funds)

Beat the Street \$ 200.00

Zone V

Alberta Literacy Found. \$ 320.00 \$ 600.00 (plus \$680 Regional Funds)

Sask. Literacy Found. \$ 320.00

Red Deer Library \$ 320.00

Regina Public Library Literacy Prog. \$ 320.00

Zone VI

University of British Columbia \$ 1,600.00 \$ 600.00 (plus \$1000 Regional Funds)

Total Zones:

\$ 2,400.00

In Zone V, Nicholas Gartaganis had also made a donation of \$320 to the Thompson Reading Aides Corp. This cheque was never cashed. *Marilyn tried to contact them several times about a receipt for the donation but they never replied until just recently when they reported that they never received the cheque. Since the fiscal year had passed and since we were having such a problem communicating with the organization, it was decided to just let this donation drop.*

2) Children's Wish Foundation	\$ 2,500.00
3) Sunshine Foundation	\$ 2,500.00
4) C.N.I.B.	\$ 2,000.00
5) Canadian Humane Society	\$ 500.00
6) Regional Funds	\$ 7,000.00
Zone I	\$ 1000.00
<i>Generation XX</i>	\$ 200
<i>Phoenix Youth Programs</i>	\$ 200
<i>Community Fuel Fund</i>	\$ 200
<i>Maggie's Place</i>	\$ 200
<i>Hestia House</i>	\$ 200
Zone II	\$ 1000.00
<i>Youville Centre</i>	\$1000
Zone III	\$ 1000.00
<i>Temmy Latner Centre For Palliative Care</i>	\$ 500
<i>Canadian Children's Book Centre</i>	\$ 500
Zone IV	\$ 1000.00
<i>Beat the Street</i>	\$ 100
<i>Osborne House Inc.</i>	\$ 350
<i>Fort Garry Women's Resource Centre</i>	\$ 200
<i>Shelter House - Thunder Bay</i>	\$ 350
Zone V	\$ 680.00
- to Literacy Groups (see above)	
Zone VI	\$ 1000.00
- to Literacy Groups (see above)	
Chairperson	\$ 1000.00
<i>Toronto Humane Society</i>	\$ 500
<i>Metro-Toronto Movement for Literacy</i>	\$ 500
 Total Designated in 2000	 \$ 19,500.00
Total Actually Dispersed in 2000	\$ 17,980.00

MOTION: The Trustees of the CBFCF agree to let the planned donation to Thompson Reading Aides Corp. go back into the general funds of the foundation.

MOVED by Nicholas Gartaganis.

SECONDED by Ray Lee.

CARRIED UNANIMOUSLY.

MOTION: The Trustees of the CBFCF confirm the payment of the 2000 charity funds as listed in these minutes.

MOVED by Ray Lee.

SECONDED by Nicholas Gartaganis.

CARRIED UNANIMOUSLY.

5.2 ACBL Charges & Payments

Jan reported that in 2000, the ACBL charged us \$8,480.34 for our 10% share of expenses. This is up slightly from last year, mainly due to the decline in value of the Canadian dollar.

From NABCs we received \$7,058 in 2000. This has helped offset the fee charged to us by ACBL. It was noted that beginning in 2001 we will no longer receive much revenue from NABCs since the ACBL has done away with Charity night on the first evening. It has now become Foundation Night and the revenues will go to the ACBL Educational Foundation and not the Charity Foundation. Basically this will mean that our revenue will be down about \$7,000.

Jan reported that other charges to the account were:

<i>Trustees expenses for the annual meeting</i>	<i>\$ 1,137</i>
<i>Bookkeeper & Office Expenses</i>	<i>1,800</i>
<i>Bank Charges</i>	<i>19</i>
<i>Audit Expense</i>	<i>Still to come- expected to be \$450 range</i>

MOTION: The Trustees of the CBFCF confirm the payment of the ACBL charges and other charges.

MOVED by Doug Heron.

SECONDED by Bill Treble.

CARRIED UNANIMOUSLY.

5.3 Report on Correspondence from Charitable Organizations

Marilyn White shared some excerpts from thank you letters she received from some of the Charities that received money from the CBFCF in 2000.

5.4 Brochure

Janice Anderson reported that the Brochure has been updated to include the 2000 donations and is now available. All Zone Trustees have been given copies of the updated brochure.

6.0 FINANCIAL STATEMENTS

6.1 2000 Un-audited Financial Statement

Jan presented the board with the un-audited 2000 financial statement.

MOTION: 2000 unaudited statement accepted as presented subject to auditor confirmation.

MOVED by Doug Heron.

SECONDED by Nicholas Gartaganis.

CARRIED UNANIMOUSLY.

7.0 2001 CHARITIES

7.1 Designated Charities

At our 2000 meeting we designated the following charities.

Food Banks

Sheltered Workshops

Other charity requests received during the year:

Missing Children Society of Canada - requesting \$10,000

Colorectal Cancer Association of Canada - requesting \$10,000

YWCA Shelter's Children's Program - requesting \$ 3,000

Operation Migration.

The Trustees discussed all of the above charities. Marilyn White withdrew the Operation Migration request as she felt this was something she could cover under her Chairperson Regional Funds. It was felt that these requests would be looked at under grants for 2002.

The Trustees discussed what the bottom line for Fund Equity should be. It was felt that we should try to maintain the equity in the Charity Fund at about \$20,000.

**MOTION: At the end of 2002 the reserve in the Charity Fund should be reduced to \$20,000 and then maintained at that level yearly.
MOVED by Nicholas Gartaganis.
SECONDED by Ray Lee.
CARRIED UNANIMOUSLY.**

MOTION: The 2001 Dispersements will be:

Daily Bread Food Bank	\$ 5,000
Sheltered Workshops	\$ 3,000
-New Leaf Enterprises, Halifax	\$600
-Jobs Unlimited, Fredericton	\$600
-Key Industries, Saint John	\$600
-Cosmopolitan Activity Centre, Regina	\$600
-Theo BC	\$600

**MOVED by Mary Moulton.
SECONDED by Bill Treble.
CARRIED UNANIMOUSLY.**

Marilyn White will handle sending out cheques to the named organizations.

The donation to Daily Bread Food Bank will be presented at the NABC in Toronto in July. Janice Anderson and Marilyn White will coordinate having a large “dummy” cheque made for the presentation. Marilyn White along with either Ray Lee or Nicholas Gartaganis will make the presentation.

7.2 Regional Funds for 2001

Much discussion took place on the merits of making Regional donations as opposed to National Donations. Concern was also expressed over the lack of requests received nationally. It was felt that Regional Donations can be larger with the aim of 50% going to Regional Charities that fit our target groups.

**MOTION: The Trustee Regional Funds for 2001 will be set at \$2,000 for each Trustee and \$1,500 for the Chairperson.
MOVED by Mary Moulton.
SECONDED by Bill Treble.
CARRIED UNANIMOUSLY.**

All trustees were again reminded that the deadline for submitting information on Regional Donations is November 15th. After November 15th Marilyn White and Janice Anderson will donate any unused Regional Funds to our 2001 designated charities.

Trustees reaffirmed the need to have a minimum set for Regional Funds so that they have the ability to make donations that come up prior to the annual Trustees meeting. The minimum of \$500 set in 1998 will be continued.

8.0 2002 CHARITIES

The requests were considered and discussed. Marilyn White will notify those that submitted requests what the Trustee decisions were.

MOTION: For 2002 the CBFCF Designated Charities will include, but are not limited to, YWCA Shelter's Children Programs and organizations that help the Homeless. The YWCA Shelter's Children Programs will be given a \$3000 grant in 2002.

MOVED by Ray Lee.

SECONDED by Mary Moulton.

CARRIED UNANIMOUSLY.

Dollar amounts for other charity groups will be assigned at the 2002 meeting.

9.0 OTHER BUSINESS

No other business was brought forward at this time.

10.0 CHAIRPERSON

MOTION: Moved that Marilyn White of Toronto, Ont. be Chairperson of the CBFCF for the 2001 - 2002 year.

MOVED by Jennifer Ballantyne.

SECONDED by Ray Lee.

CARRIED UNANIMOUSLY.

11.0 FINANCIAL ACCOUNTANT

MOTION: Moved that Janice Anderson will act as the CBFCF Accountant for the 2001-2002 year and will be the cosigner of cheques with Marilyn White.

MOVED by Jennifer Ballantyne.

SECONDED by Bill Treble.

CARRIED UNANIMOUSLY.

12.0 AUDITORS

MOTION: Mintz & Wallace, Chartered Accountants of Regina, Sask. be appointed as the auditors of the CBFCF.

MOVED by Jennifer Ballantyne.

SECONDED by Nicholas Gartaganis.

CARRIED UNANIMOUSLY.

13.0 MEETING EXPENSES

Discussion took place about what is a reasonable amount to charge the Charity Fund for the expenses of this meeting.

MOTION: The Charity Fund will be charged one-sixth (1/6) of the total cost of the meeting travel, rent and hotel room for Trustees and the total expenses of the Chairperson.

MOVED by Mary Moulton.

SECONDED by Ray Lee.

CARRIED UNANIMOUSLY.

14.0 NEXT MEETING

The next meeting of the Charity Trustees will take place at the 2002 CBF Board of Directors Meeting, which is tentatively set for April or May of 2002 and will be held likely be in Toronto.

15.0 ADJOURNMENT

The CBFCF Trustees again expressed a vote of thanks to Marilyn White for her dedicated work in the position of Charity Chairperson and for all the work she is doing in researching Charitable organizations for us.

MOTION: The meeting be adjourned.

MOVED by Jennifer Ballantyne.

SECONDED by Ray Lee.

CARRIED UNANIMOUSLY.

Chairperson

Executive Secretary
July 18, 2001