

**MINUTES of the Meeting of the Trustees of the Canadian Bridge Federation Charity Foundation held at the Roehampton Hotel, Toronto, Ont. on Saturday, May 4, 2002.**

PRESENT: Marilyn White - CBFCF Chairperson  
Mary Moulton - Zone I Trustee  
Marc Fiset - Zone II Trustee  
Ray Lee - Zone III Trustee  
Bill Treble - Zone IV Trustee  
Claire Jones - 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 8:35am.*

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 Marc Fiset as the Trustee for Zone II and Claire Jones as the Trustee for Zone V.**

**MOVED by Mary Moulton.**

**SECONDED by Jennifer Ballantyne.**

**CARRIED UNANIMOUSLY.**

**3.0 MINUTES OF THE MEETING OF MAY 12, 2001**

**MOTION: The Trustees of the CBFCF adopt the minutes of the May 12, 2001 meeting as distributed.**

**MOVED by Mary Moulton.**

**SECONDED by Jennifer Ballantyne.**

**CARRIED UNANIMOUSLY.**

**4.0 BUSINESS ARISING FROM THE MINUTES**

**4.1 2001 COMMITMENTS**

*Marilyn White reported on the 2001 commitments and confirmed that all were met. Again meeting the deadline for submitting requests seemed a problem for some Trustees. Marilyn and Janice did not want to be responsible for giving away \$13,500.00 so extended the deadline and then did some Internet searches to ensure the money was given away within each Zone.*

Mary Moulton confirmed that it was alright to donate her funds to the Metro Halifax Food Bank and the Zone II funds were donated to the Ottawa Food Bank.

It should be noted that a communication problem resulted in Mary not meeting the deadline but she was consulted by phone prior to giving the money to the Metro-Halifax Food Bank.

1) Daily Bread Food Bank

- designated at 2001 meeting and presented during the NABC in Toronto in July of 2002.

**- Total Designated: \$ 5,000.00**

2) Sheltered Workshops

- designated at 2001 meeting.

**New Leaf Enterprises, Halifax \$ 600**

**Jobs Unlimited, Fredericton \$ 600**

**Key Industries, Saint John \$ 600**

**Cosmopolitan Activity Centre, Regina \$ 600**

**THEO BC, Vancouver \$ 600**

**- Total Given Out: \$ 3,000.00**

3) Regional Discretionary Funds

- assigned funds: \$13,500.00

-Chairperson (\$1500)

*Toronto Humane Society \$ 300*

*Operation Migration \$ 200*

*Frontier College \$ 400*

*Fauna Foundation \$ 300*

*World Wildlife Fund Canada \$ 300*

- Zone I (\$2000)

*Vera Perlin Society, St. John's \$ 400*

*Metro Food Bank Society, Halifax \$1,600*

- Zone II (\$2000)

*Ottawa Food Bank \$2,000*

- Zone III (\$2000)

*KIDSNOW, Toronto \$ 500*

*The Canadian Children's Book Centre \$ 750*

*Temmy Latner Centre for Palliative Care \$ 750*

- Zone IV (\$2000)

*The Shelter House, Thunder Bay \$ 750*

*Bookmates, Winnipeg \$ 250*

*Winnipeg Harvest \$1,000*

- Zone V (\$2000)

*Central Alberta Women's Emergency*

*Shelter Society \$ 250*

*The YWCA, Saskatoon \$ 250*

*Calgary Drop-In Centre \$ 250*

*Edmonton School Lunch Program \$ 250*

*Interfaith Food Bank Society, Lethbridge \$ 500*

*Medicine Hat & District Food Bank \$ 500*

- Zone VI (\$2000)

*The Food Bank, Vancouver \$2,000*

**Total given out: \$13,500.00**

**Total 2001 Donations: \$21,500.00**

**MOTION:** The Trustees of the CBFCF confirm the payment of the 2001 charity funds as listed in these minutes.

**MOVED** by Mary Moulton.

**SECONDED** by Jennifer Ballantyne.

**CARRIED UNANIMOUSLY.**

#### **4.2 ACBL Charges & Payments**

*Jan reported that in 2001, the ACBL charged us \$8,205.50 for our 10% share of expenses. This is down very slightly from last year.*

*Jan reported that other charges to the account were:*

|   |   |
|---|---|
| <i>Trustees expenses for the annual meeting</i> | <i>\$ 1,103.70</i>                            |
| <i>Bookkeeper &amp; Office Expenses</i>         | <i>1,800.00</i>                               |
| <i>Bank Charges</i>                             | <i>25.00</i>                                  |
| <i>Postage &amp; delivery</i>                   | <i>60.00</i>                                  |
| <i>Audit Expense</i>                            | <i>Still to come- expected to be \$750.00</i> |

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

**MOVED** by Mary Moulton.

**SECONDED** by Jennifer Ballantyne.

**CARRIED UNANIMOUSLY.**

#### **4.3 Other Business arising from the Minutes**

*No other business was brought forward at this time.*

### **5.0 FINANCIAL STATEMENTS**

#### **5.1 2000 Audited Financial Statement**

**MOTION:** 2000 audited statement received and accepted.

**MOVED** by Bill Treble.

**SECONDED** by Jennifer Ballantyne.

**CARRIED UNANIMOUSLY.**

#### **5.2 2001 Un-audited Financial Statement**

*Jan presented the board with the un-audited 2001 financial statement.*

**MOTION:** 2001 unaudited statement accepted as presented subject to auditor confirmation.

**MOVED** by Mary Moulton.

**SECONDED** by Jennifer Ballantyne.

**CARRIED UNANIMOUSLY.**

### **6.0 2002 CHARITIES**

#### **6.1 Designated Charities and other Requests**

*At our 2001 meeting we designated the following charities.*

a) *YWCA Shelter's Children's Programs \$3,000.00*

**Marilyn confirmed that this donation was made in January of 2002.**

b) *Charities that help the Homeless.*

**Marilyn reported on her research into the following groups:**

*Street Outreach Services*  
*Anishnawbe Health Toronto - Street Patrol Program*  
*Toronto Disaster Relief Committee*  
*Outreach Connection*

c) *Other charity requests received during the year:*

*Metro-Toronto Movement for Literacy* - requesting \$500  
*The Peel Car Seat Safety Committee* - requesting \$7,325  
*Harmony House* - requesting \$100  
*The Toronto Humane Society* - requesting no specific amount  
*Canadian Guide Dogs for the Blind* - requesting no specific amount  
*Can. Red Cross Society - St. Thomas Branch* - requesting no specific amount  
*Canadian Association for Humane Trapping* - requesting \$100  
*Colorectal Cancer Association of Canada* - requesting \$10,000

*The Board of Trustees discussed all the above charities and agreed that we should donate \$5,500 to charities in our focal group of organizations that help the Homeless. It was felt that \$1000 should be donated in each of the following Metropolitan areas: Halifax, Montreal, Toronto, and Vancouver. Also \$1500 will be donated to the Toronto Disaster Relief Committee because it is actually an organization that works nationally.*

*Since we do not at this time have details on organizations in Halifax, Montreal or Vancouver the Trustees of those areas will research organizations in those areas and submit their recommendations to Marilyn. These should be in to Marilyn no later than September 1, 2002.*

**MOTION: The 2002 Dispersements will be:**

|  |                 |
|--|-----------------|
| <b>YWCA Shelters Children's Programs</b>     | <b>\$ 3,000</b> |
| <b>Organizations that Help the Homeless</b>  | <b>\$ 5,500</b> |
| - Street Outreach Services, Toronto          | \$ 500          |
| - Anishnawbe Health Toronto                  | \$ 500          |
| - Toronto Disaster Relief Committee          | \$1,500         |
| - Halifax Organization (to be named later)   | \$1,000         |
| - Montreal Organization (to be named later)  | \$1,000         |
| - Vancouver Organization (to be named later) | \$1,000         |
| <b>Canadian Guide Dogs for the Blind</b>     | <b>\$ 400</b>   |

**MOVED by Mary Moulton.**

**SECONDED by Marc Fiset.**

**CARRIED UNANIMOUSLY.**

*It was noted that we must comply with the **Revenue Canada** requirements in regards to **Qualified Donors**. These requirements are:*

- (1) registered Canadian Charities*
- (2) registered Canadian amateur athletic associations*
- (3) housing corporations resident in Canada and exempt from tax under Part 1 of the Act by paragraph 149(1)(i)*
- (4) Canadian municipalities*
- (5) the United Nations or agencies thereof*
- (6) universities outside Canada prescribed to be universities the student body of which ordinarily includes students from Canada*

- (7) *charitable organizations outside Canada to which Her Majesty in right of Canada has made a gift during the taxpayer's taxation year, or the 12 months immediately preceding that taxation year.*
- (8) *Her Majesty in right of Canada and the agents thereof (that is, the federal provincial government or their agents) and*
- (9) *registered Canadian national arts service organizations.*

## 6.2 Regional Funds for 2002

**MOTION: The Trustee Regional Funds for 2002 will be set at \$1,300 for each Trustee and \$1,300 for the Chairperson.  
 MOVED by Mary Moulton.  
 SECONDED by Marc Fiset.  
 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 2002 designated charities.*

## 7.0 2003 CHARITIES

*Marilyn reported on her suggestion for a Focal area for 2003.*

**MOTION: For 2003 the CBFCF Designated Charities will include, but are not limited to, organizations that deal with Child Poverty.  
 MOVED by Bill Treble.  
 SECONDED by Jennifer Ballantyne.  
 CARRIED UNANIMOUSLY.**

*Prior to the 2003 meeting of the Trustees, all Trustees should report to Marilyn the names and description of organizations that deal with our Focal area in their Zones.*

## 8.0 OTHER BUSINESS

### 8.1 Zone III Trustee

*Due to some unexpected business concerns facing Ray Lee at this time, he felt he could not devote the appropriate time to the CBFCF and resigned from his position as Zone III Trustee.*

**MOTION: The trustees of the CBFCF appoint James Priebe of Mississauga to complete the term of Zone III Trustee.  
 MOVED by Mary Moulton.  
 SECONDED by Jennifer Ballantyne.  
 CARRIED UNANIMOUSLY.**

## 8.2 Acknowledgement of Chairperson

**MOTION:** The CBFCF Board of Trustees formally acknowledges the importance of all the work that Chairperson, Marilyn White does for the Foundation. Thank you Marilyn.  
MOVED by Mary Moulton.  
SECONDED by Jennifer Ballantyne.  
CARRIED UNANIMOUSLY.

## 8.3 Publicity of Donations

**MOTION:** All Trustees should report to the Chairperson and Secretary any publicity, with documentation, received in conjunction with donations made by the CBFCF.  
MOVED by Marc Fiset.  
SECONDED by Jennifer Ballantyne.  
CARRIED UNANIMOUSLY.

## 9.0 APPOINTMENTS

**MOTION:** Moved that Marilyn White of Toronto, Ont. be Chairperson of the CBFCF for the 2002 - 2003 year.  
MOVED by Bill Treble.  
SECONDED by Mary Moulton.  
CARRIED UNANIMOUSLY.

**MOTION:** Moved that Janice Anderson will act as the CBFCF Accountant for the 2002-2003 year and will be the cosigner of cheques with Marilyn White.  
MOVED by Mary Moulton.  
SECONDED by Jennifer Ballantyne.  
CARRIED UNANIMOUSLY.

**MOTION:** Mintz & Wallace, Chartered Accountants of Regina, Sask. be appointed as the auditors of the CBFCF.  
MOVED by Mary Moulton.  
SECONDED by Jennifer Ballantyne.  
CARRIED UNANIMOUSLY.

## 10.0 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 10% of the total cost of the meeting travel, rent and hotel rooms for Trustees and the total expenses of the Chairperson.  
MOVED by Mary Moulton.  
SECONDED by Jennifer Ballantyne.  
CARRIED UNANIMOUSLY.

**11.0 NEXT MEETING**

**MOTION: The next meeting of the Trustees of the Canadian Bridge Federation Charity Fund will be held in conjunction with the 2003 annual meeting of the CBF Board of Directors.**

**MOVED by Jennifer Ballantyne.**

**SECONDED by Bill Treble.**

**CARRIED UNANIMOUSLY.**

**12.0 ADJOURNMENT**

**MOTION: The meeting be adjourned.**

**MOVED by Jennifer Ballantyne.**

**SECONDED by Bill Treble.**

**CARRIED UNANIMOUSLY.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Executive Secretary

May 14, 2002