



**MINUTES of the Meeting of the Trustees of the Canadian Bridge Federation Charitable Fund held at the St. Catharines, Ontario on Wednesday, June 16, 2004.**

PRESENT: Marilyn White - CBFCF Chairperson  
 Michael Hartop - Zone I Trustee  
 Jean Castonguay - Zone II Trustee  
 James Priebe - Zone III Trustee  
 Francis Gaudino - Zone IV Trustee  
 Claire Jones - Zone V Trustee  
 Doug Fraser - Zone VI Trustee  
 Janice Anderson - Executive Secretary  
 George Retek - Ex-officio CBF Director  
 Richard Anderson - Ex-officio CBF Director

*Marilyn declared a quorum and the meeting to be regularly constituted, and called the meeting to order at 1:30pm.*

*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 Charitable Fund*

*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 Jean Castonguay, as the Trustee for Zone II and the election, by majority vote, of Michael Hartop as the Trustee for Zone I, and the election, by majority vote, of Francis Gaudino as the Trustee for Zone IV.

**MOVED** by Jim Priebe.

**SECONDED** by Doug Fraser.

**CARRIED UNANIMOUSLY.**

### **3.0 MINUTES OF THE MEETING OF May 31, 2003**

**MOTION:** The Trustees of the CBFCF adopt the minutes of the May 31, 2003 meeting as distributed.

**MOVED** by Doug Fraser.

**SECONDED** by Jim Priebe.

**CARRIED UNANIMOUSLY.**

## **4.0 BUSINESS ARISING FROM THE MINUTES**

### **4.1 2003 COMMITMENTS**

*Marilyn White reported on the 2003 commitments. Marilyn White also quoted from some of the many "Thank You" responses we received from organizations we helped.*

<b>Canadian Feed the Children Domestic Project</b>	<b>\$ 4,000.00</b>
<b>Campaign 2000 Report Card</b>	<b>\$ 2,000.00</b>
<b>Discretionary Funds</b>	<b>\$ 7,000.00</b>
-Chairperson (\$1000)	
<i>Family Service Ass'n of Toronto</i>	\$ 500
<i>(Growing Up Healthy Downtown Toronto)</i>	
<i>Daily Bread Food Bank</i>	\$ 500
- Zone I (\$1000)	
<i>St. Vincent de Paul Society</i>	\$ 1000
<i>(St. Pat's Alexander School/The Breakfast Club)</i>	
- Zone II (\$1000)	
<i>Foundation de l'Hopital Ste-Jerome</i>	\$ 1000
- Zone III (\$1000)	
<i>Daily Bread Food Bank</i>	\$ 1000
- Zone IV (\$1000)	
<i>Thunder Bay Regional Hospital</i>	\$ 300
<i>Shelter House</i>	\$ 300
<i>"Community Assistance Trust"</i>	\$ 400
<i>(Sault Ste. Marie)</i>	
- Zone V (\$1000)	
<i>Regina Women's Community Centre</i>	\$ 500
<i>And Sexual Assault Line</i>	
<i>Regina Indian Community Awareness</i>	\$ 500
<i>(Chili for Children)</i>	
- Zone VI (\$1000)	
<i>Mustard Seed Food Bank</i>	\$ 1000

**TOTAL 2003 DONATIONS: \$13,000.00**

**MOTION: The Trustees of the CBFCF confirm the payment of the 2003 charity funds as listed in these minutes.**

**MOVED by Jim Priebe.**

**SECONDED by Doug Fraser.**

**CARRIED UNANIMOUSLY.**

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

*Jan reported that in 2003, the ACBL charged us \$5,151.39 for our 10% share of expenses. This is down \$208.93 from the charges in 2002. The decrease in charges was due to the more favourable exchange rate at the time of payment.*

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

<i>Trustees expenses for the annual meeting</i>	\$ 1,197.30
<i>Bookkeeper &amp; Office Expenses</i>	1,800.00
<i>Bank Charges</i>	17.25
<i>Audit Expense</i>	550.00 (bill not received yet)

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

**MOVED by Doug Fraser.**

**SECONDED by Jim Priebe.**

**CARRIED UNANIMOUSLY.**

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

*Janice Anderson reported on discussions she had with ACBL Charity Foundation members about reducing the costs charged to the CBFCF. Janice Anderson also reported on the possibility of a different form of billing by the ACBL to the various Foundations. It was felt that at this time we will just wait and see what notification is received from the ACBL about this new billing format before we put more time and effort into lobbying for reduced charges.*

## **5.0 FINANCIAL STATEMENTS**

### **5.1 2003 Audited Financial Statement**

**MOTION: 2003 audited statement received and accepted.**

**MOVED by Michael Hartop.**

**SECONDED by Jim Priebe.**

**CARRIED UNANIMOUSLY.**

## **6.0 2004 CHARITIES**

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

*At our 2003 meeting we designated the following charity as our Focal Group for 2004:*

***Organizations that deal with Child Poverty.***

*Marilyn White reported on the donations given to the following two groups in 2003 and recommended donations to them again in 2004.*

- Canadian Feed the Children - Domestic Program - all money donated to it stays in Canada*
- Campaign 2000*

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

***Phoenix Youth Programs*** - requested \$500.00 to help continue to support youth who live in poverty. (Mainly centred in the Atlantic Provinces)

***Canadian Mental Health Ass'n/Medicine Hat Region*** - requested \$11,000 to operate the "Guide at Your Side Program"

***Canuck Place Children's Hospice*** - requested \$3,500 to provide basic funding for one respite bed for one week.

***Canadian Charity Association*** - requested \$4,000 to \$5,000. Describe themselves as an "umbrella organization" for over 190 charities across Canada that distribute food and donations to other charities and non-profit organizations.

***The Progress Centre for Early Intervention*** - requested \$2,000 to purchase books, videos, DVDs and toys for its Toy Library and Parent Resource Library. Centred in Halifax, Nova Scotia

***Canadian Feed the Children*** - no specific request but would appreciate funding again in 2004.

*Marilyn reported on her research into the organizations requesting funding:*

- *Phoenix Youth Programs do not have a registered Charity Number so we cannot donate to them.*
- *Canadian Mental Health Ass'n/Medicine Hat Region and Canuck Place Children's Hospice would be better suited for Trustee Discretionary Fund donations as they are specific Regional organizations.*
- *Canadian Charity Association - Marilyn's research led to many unanswered questions about this group so she did not recommend any donation to them.*
- *The Progress Centre for Early Intervention is a Regional organization.*
- *Canadian Feed the Children - Marilyn highly recommended this organization again.*

The 2004 Budget was gone over.

Income:

Game receipts and donations	\$ 24,000	
Interest	<u>350</u>	
	\$ 24,350	<b>\$24,350</b>

Expenses:

Donations:	\$ 25,000	
ACBL Service Fee	\$ 5,200	
Trustee Expenses	1,000	
Bookkeeper & Office Expense	1,800	
Bank Charges	50	
Postage & Delivery	60	
Audit	<u>600</u>	
	\$ 33,710	<b><u>\$33,710</u></b>

**Net Revenue: \$(9,360)**

**A deficit budget of \$9,360 would help eliminate some of the surplus that has built up in the account and would bring the fund equity down to \$24,115 as the end of 2004.**

**MOTION: The 2004 dispersals will be:**

<b>Canadian Feed the Children - Domestic Program</b>	<b>\$ 5,500</b>
<b>Campaign 2000 Report Card Project (national focus)</b>	<b>\$ 2,000</b>
<b>Trustees &amp; Chairperson</b>	<b>\$17,500</b>
<i>- \$2,500 each for donations that as much as possible benefit our focal group in each Zone.</i>	

**MOVED by Doug Fraser.**

**SECONDED by Francis Gaudino.**

**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 2004 designated charity.*

**Claire Jones said he would donate \$500 of his Discretionary Funds to *Canadian Mental Health Ass'n/Medicine Hat Region* and Doug Fraser said he would donate \$500 of his Discretionary Funds to *Canuck Place Children's Hospice*.**

## **7.0 2005 DESIGNATED CHARITIES**

*After discussion by the Trustees it was decided that keeping the same focal group for 2 or 3 years would enable the CBFCF to do more for each area. This way Trustees could support more organizations in their area that deal with the focal group if they know that they can give to this area over a longer period of time.*

**MOTION:** For 2005 the CBFCF Designated Charity will include, but not be limited to, organizations that deal with Child Poverty and Food Banks.  
**MOVED** by Michael Hartop.  
**SECONDED** by Jim Priebe.  
**CARRIED UNANIMOUSLY.**

*Janice Anderson reminded the Trustees of the Revenue Canada rules for “Qualified Donors” and the CBFCF Guidelines for Charitable Fund Applications.*

**MOTION:** The CBFCF Designated Charity will remain organizations that deal with Child Poverty and Food Banks through 2006 and then the Trustees will select completely different Focal Group.  
**MOVED** by Francis Gaudino.  
**SECONDED** by Jim Priebe.  
**CARRIED UNANIMOUSLY.**

## **8.0 OTHER BUSINESS**

### **8.1 Acknowledgment of Chairperson**

**MOTION:** The CBFCF Board of Trustees formally acknowledges the importance of all the work that Chairperson, Marilyn White does for the Fund. Thank you Marilyn.  
**MOVED** by Francis Gaudino.  
**SECONDED** by Doug Fraser.  
**CARRIED UNANIMOUSLY.**

## **9.0 APPOINTMENTS**

**MOTION:** Moved that Marilyn White of Toronto, Ont. be Chairperson of the CBFCF for the 2004 - 2005 year.  
**MOVED** by Doug Fraser.  
**SECONDED** by Jim Priebe.  
**CARRIED UNANIMOUSLY.**

**MOTION:** Moved that Janice Anderson will act as the CBFCF Accountant for the 2004-2005 year and will be the cosigner of cheques with Marilyn White.  
**MOVED** by Jim Priebe.  
**SECONDED** by Michael Hartop.  
**CARRIED UNANIMOUSLY.**

**MOTION: Mintz & Wallace, Chartered Accountants of Regina, Sask. be appointed as the auditors of the CBFCF for 2004.**

**MOVED by Mike Hartop.**

**SECONDED by Jean Castonguay.**

**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 5% of the total cost of the meeting travel, rent and hotel rooms for Trustees and the total expenses of the Chairperson.**

**MOVED by Mike Hartop.**

**SECONDED by Francis Gaudino.**

**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 2005 annual meeting of the CBF Board of Directors which is planned for May 2005 in Montreal.**

**MOVED by Doug Fraser.**

**SECONDED by Jean Castonguay.**

**CARRIED UNANIMOUSLY.**

#### **12.0 ADJOURNMENT**

**MOTION: The meeting be adjourned.**

**MOVED by Jim Priebe.**

**SECONDED by Doug Fraser.**

**CARRIED UNANIMOUSLY.**

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Chairperson - Marilyn White

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Secretary/Treasurer - Janice Anderson

July 20, 2004