



MINUTES of the Meeting of the Trustees of the Canadian Bridge Federation Charitable Fund held by teleconference on Thursday, May 14, 2009.

PRESENT: Gim Ong - Chairman
 Michael Hartop - Zone I Trustee
 Jean Castonguay - Zone II Trustee
 Nader Hanna - Zone III Trustee
 Alex Fowlie - Zone V Trustee
 Janice Anderson - Executive Secretary

***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 Foundation
 ACBL - shall refer to the American Contract Bridge League*

1.0 CALL TO ORDER

Gim Ong, the CBFCF Chairman, called the meeting to order at 5:33pm EDT.

2.0 RECOGNITION OF NEW TRUSTEES

MOTION: The Trustees of the CBFCF confirm the re-election of Nader Hanna - Zone III and Peter Morse - Zone VI as Trustees of the CBF Charitable Foundation.

MOVED by Mike Hartop.

SECONDED by Alex Fowlie.

CARRIED UNANIMOUSLY.

3.0 MINUTES OF THE MEETING OF May 21, 2008

MOTION: The Trustees of the CBFCF adopt the minutes of the May 21, 2008 meeting as distributed.

MOVED by Alex Fowlie.

SECONDED by Jean Castonguay.

CARRIED UNANIMOUSLY.

4.0 BUSINESS ARISING FROM THE MINUTES

4.1 2008 COMMITMENTS

National Donations

Breakfast for Learning Canada	\$ 1,750
Canadian Feed the Children - Domestic Program	\$ 1,750

Chairman Donations

Osborne House, Winnipeg	\$ 200
Queen's University	\$ 215
Manitoba Chamber Orchestra - to teach/train students	\$ 235
Riverside Lions Charitable Foundation	\$ 250
Siloam Mission	\$ 250
Manitoba Society of Seniors	\$ 850

Zone One Donations

Christmas Daddies - Moncton, NB	\$ 300
St. Patrick's Family Centre - Moncton, NB	\$ 500
Progress Centre for Early Intervention - Halifax, NS	\$ 500
Moncton Headstart Inc.	\$ 700

Zone Two Donations

Groupes-parrains Quebec Centre Inc., Quebec City, QC	\$ 500
University Hospitals Kingston Foundation, Kingston, ON	\$ 500
Courrier Plume-Image, Montreal, QC	\$ 1,000

Zone Three Donations

Children's Wish Foundation of Canada	\$ 1,000
Sick Kids Foundation	\$ 1,000

Zone Four Donations

Banque d'aliments Sudbury Food Bank	\$ 150
North Bay Soup Kitchen Inc.	\$ 150
Saulte Ste.-Marie Salvation Army Food Bank	\$ 150
Winnipeg Harvest Inc.	\$ 250
St. Andrew's Church - Dew Drop Inn - Thunder Bay, ON	\$ 300
George Jeffrey Children's Foundation, Thunder Bay, ON	\$ 1,000

Zone Five Donations

Breakfast for Learning Alberta, Edmonton & Calgary, AB	\$ 1,000
Breakfast for Learning Saskatchewan, Regina & Saskatoon	\$ 1,000

Zone Six Donations

Greater Vancouver Food Bank Society	\$ 300
Vancouver Native Health Society (Sheway)	\$ 300
BC Professional Firefighters Burn Fund (Burn Camp)	\$ 300
Mustard Seed Food Bank, Victoria, BC	\$ 300
Okanagan Boys and Girls Club, Kelowna, BC	\$ 400
Powell River Hospital Foundation Cat Scan Fund	\$ 400
	\$ 17,500

MOTION: The Trustees of the CBFCF confirm the payment of the 2008 charity funds

as listed in these minutes.

MOVED by Mike Hartop.

SECONDED by Nader Hanna.

CARRIED UNANIMOUSLY.

4.2 ACBL Charges & Payments

Janice reported that in 2008, the ACBL charged us \$574.46 US for our 10% share of expenses. It was explained that this is basically 10% of the costs incurred by the ACBL Charity Foundation for the two Continent Wide Charity games and any District or Unit Wide Charity games. This converted to \$ 683.61 CDN.

MOTION: The Trustees of the CBFCF authorize the payment of the ACBL charges and other charges for 2008.

MOVED by Alex Fowlie.

SECONDED by Jean Castonguay.

CARRIED UNANIMOUSLY.

4.3 Other Business Arising from the Minutes

- At the 2008 meeting it was agreed that Janice would send each Trustee a copy of any Thank You letters received for donations within their Zone.

Janice confirmed that she scanned these and sent them out by email. This was considered fine by each trustee.

- *CBFCF Receipt books* - **the Trustees confirmed that it not our intent to proceed with having receipt books printed up. If anyone receives a donation they should send it to Janice and she will receipt it from the National Office. It was also confirmed that receipts are NOT issued for donations under \$10.**

5.0 FINANCIAL STATEMENTS

5.1 2008 Audited Financial Statement

The audited financial statements for 2008 were not available at this time. Janice Anderson presented the Trustees with an unaudited 2008 statement. It was noted that the 2007 audited statement only varied by \$1 from the unaudited statement presented at the 2007 meeting.

MOTION: The 2008 preliminary financial statement is accepted pending the 2008 audited financial statement.

MOVED by Nader Hanna.

SECONDED by Alex Fowlie.

CARRIED UNANIMOUSLY.

Gim Ong inquired about us receiving receipts for our grants. Janice reported that receipts were received for all grants except the Chairman's grant to Queen's University. Queen's University refused to issue a receipt but did send an acknowledgement letter that contained their Registered Charity Number. Janice also pointed out that Charities do not have to issue receipts until the end of February of the next year and that many charities do not have full time employees doing receipts or only do receipts at the conclusion of the drive the donation was given to . Janice suggested that even though we like to get receipts at the time the donation is made, it is not always fair to expect this.

The Trustees asked Janice if she could get the auditors to put the actual audit fee in the statement each year so that we are not always looking at a fee that is an estimate plus shortfall on previous year estimate.

6.0 2009 BUDGET

RECEIPTS:

Proceeds from Bridge Sessions	\$ 26,000
Interest Income	560
	<u>\$ 26,560</u>

DISBURSEMENTS:

Grants:	\$ 23,500
Service Charges Paid to ACBL:	800
Trustee Expenses	400
Bookkeeper & Office Expense	2,400
Bank Charges	50
Postage & delivery	60
Audit Expense	<u>1,200</u>
	<u>28,410</u>

EXCESS OF (DISBURSEMENTS) RECEIPTS (1,850)

SURPLUS - beginning of the year 29,991

SURPLUS - end of year \$ 28,141

MOTION: The overall budget for 2009 is accepted as presented in these minutes.

MOVED by Alex Fowlie.

SECONDED by Mike Hartop.

CARRIED UNANIMOUSLY.

7.0 2009 REQUESTS FOR FUNDING

Focal group for 2009 & 2010 is “Focus on Seniors - organizations that assist and improve the life of Seniors.”

Requests received:

- | | |
|--|-----------------|
| 1. YWCA - Toronto - YWCA Teen Mothers Program | \$ 500 |
| <i>- does not fall within our focal group at this time so will not be granted</i> | |
| 2. University of Winnipeg Bridge | \$?? |
| <i>- request for supplies and teaching materials to start a bridge club</i> | |
| <i>This is not an area that Charity Foundation can donate to but we will ask them to put in a formal application to the CBF which does have money designated for this purpose.</i> | |
| 3. Prosperity Long Term Care Foundation | \$?? |
| <i>They are not a registered Charity so fall out of our mandate.</i> | |
| 4. Big Brothers & Sisters - Hanover & District | \$ 1,000 |
| <i>This is an area specific request and outside our focus group.</i> | |
| 5. Siloam Mission | \$ 1,000 |
| <i>This request came as a result of donations made by the chairman in 2007 & 2008 so it will again be turned over to the chairman.</i> | |
| 6. Heart & Stroke Foundation - Manitoba | \$?? |
| <i>This is also a Regional request.</i> | |
| 7. Manitoba Society of Seniors | \$ 1,000 |
| <i>This is an area specific request.</i> | |
| 8. Daily Bread Food Bank - Toronto | \$ 2,000 |
| <i>This is an area specific request.</i> | |
| 9. Alzheimer Society of Manitoba | \$ 1,000 |
| <i>This is an area specific request.</i> | |
| 10. Creative Retirement - Manitoba | \$ 800 |
| <i>This is an area specific request.</i> | |
| 11. Stroke Recovery Association of Manitoba | \$ 1,000 |
| <i>This is an area specific request.</i> | |
| 12. Kingston Bridge Hospitals Charity Drive | \$?? |
| <i>Zone II Trustee gave some of his funds to this last year so we will suggest they contact their Zone Trustee.</i> | |

Chairman, Gim Ong, will write to the above charities to thank them for their request and explain why we are not donating to them at this time.

The Trustees confirmed the policy of not giving grants to large medical charities.

Gim reported that there are very few National Senior organizations.

The only two possible ones are: CARP - Canadian Association for Retired People and ALCOA - Active Living Coalition for Old Adults

Gim will research the above two groups and provide the Trustees with more details prior to the CBF Board of Director meetings in June.

MOTION: For 2009 funds will be distributed as follows:

National Donation (subject to further report) \$6000.00
Each Trustee & the Chairman - Regional donations \$2500.00
MOVED by Mike Hartop.
SECONDED by Alex Fowlie.
CARRIED UNANIMOUSLY.

If it turns out no suitable National donation can be made, the Regional donations will be increased.

8.0 OTHER BUSINESS

No other business was presented at this time.

9.0 APPOINTMENTS

MOTION: Moved that Gim Ong of Winnipeg, MB be Chairperson of the CBFCF for the 2009 - 2010 year.
MOVED by Nader Hanna.
SECONDED by Mike Hartop.
CARRIED UNANIMOUSLY.

MOTION: Moved that Janice Anderson will act as the CBFCF Accountant for the 2009-2010 year and will be the cosigner of cheques with Gim Ong.
MOVED by Mike Hartop.
SECONDED by Alex Fowlie.
CARRIED UNANIMOUSLY.

MOTION: Mintz & Wallace, Chartered Accountants of Regina, Sask. be appointed as the auditors of the CBFCF for 2009.
MOVED by Alex Fowlie.
SECONDED by Mike Hartop.
CARRIED UNANIMOUSLY.

10.0 MEETING EXPENSES

Meeting expenses will be the exact cost of this teleconference.

11.0 NEXT MEETING

The next meeting will be held either by teleconference in May of 2010 or in conjunction with the 2010 CBF Board of Director meetings if Gim Ong plans to be at the 2010 Canadian Bridge Championships in Markham, ON.

12.0 ADJOURNMENT

MOTION: The meeting be adjourned.
MOVED by Mike Hartop.
CARRIED UNANIMOUSLY.

CBFCF Chairman - Gim Ong

Secretary/Treasurer - Janice Anderson

May 15, 2009