



**MINUTES of the Meeting of the Trustees of the Canadian Bridge Federation Charitable Fund held at the Sandman Hotel, Penticton, BC on Saturday, May 31, 2003.**

PRESENT: Marilyn White - CBFCF Chairperson  
 Mary Moulton - Zone I Trustee  
 Doug Heron - Zone II Trustee  
 James Priebe - Zone III Trustee  
 Bill Treble - 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 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 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 James Priebe as the Trustee for Zone III and the election, by majority vote, of Doug Fraser as the Trustee for Zone VI. The appointment of Doug Heron as Zone II Trustee is confirmed.

**MOVED** by Mary Moulton.

**SECONDED** by Bill Treble.

**CARRIED UNANIMOUSLY.**

### **3.0 MINUTES OF THE MEETING OF MAY 4, 2002**

**MOTION:** The Trustees of the CBFCF adopt the minutes of the May 4, 2002 meeting as distributed.

**MOVED** by Mary Moulton.

**SECONDED** by Bill Treble.

**CARRIED UNANIMOUSLY.**

**4.0 BUSINESS ARISING FROM THE MINUTES****4.1 2002 COMMITMENTS**

*Marilyn White reported on the 2002 commitments. Marilyn White also quoted from some of the many "Thank You" responses we received from organizations we helped. Marilyn also outlined for the Trustees the problems that were encountered in Zone II with some of the donations. Requests came in and cheques were sent to the specified individuals for presentation; however, some cheques were never cashed and Marilyn has been unable to find out what happened to them.*

|   |           |                      |
|---|-----------|----------------------|
| <b>YWCA Shelter's Children's Program</b>    |           | <b>\$ 3,000.00</b>   |
| <b>Organizations that help the Homeless</b> |           | <b>\$ 5,500.00**</b> |
| -Street Outreach Services, Toronto          | \$ 500    |                      |
| -Anishnawbe Health, Toronto (Street Patrol) | \$ 500    |                      |
| -Toronto Disaster Relief Committee          | \$1,500   |                      |
| -Adsum House, Halifax                       | \$1,000   |                      |
| - Accueil Bonneau, Montreal                 | \$1,000** |                      |
| -Lookout Downtown Shelter, Vancouver        | \$1,000   |                      |
| <b>Canadian Guide Dogs for the Blind</b>    |           | <b>\$ 400.00</b>     |
| <b>Discretionary Funds</b>                  |           | <b>\$ 9,100.00**</b> |
| -Chairperson (\$1300)                       |           |                      |
| Street Outreach Services, Toronto           | \$ 500    |                      |
| Anishnawbe Health, Toronto (Street Patrol)  | \$ 500    |                      |
| Operation Migration                         | \$ 100    |                      |
| Canadian Association for Humane Trapping    | \$ 100    |                      |
| Covenant House - Toronto                    | \$ 100*** |                      |
| - Zone I (\$1300)                           |           |                      |
| Community Mobile Soup Kitchen               | \$ 350    |                      |
| Hope Cottage                                | \$ 300    |                      |
| Phoenix House                               | \$ 300    |                      |
| Metro Turning Point                         | \$ 350    |                      |
| - Zone II (\$1300)                          |           |                      |
| Canadian Cancer Society                     | \$ 325    |                      |
| SOLICAN                                     | \$ 325    |                      |
| The Myra Foundation                         | \$ 325**  |                      |
| Foundation Groupes-parrains, Quebec         | \$ 325    |                      |
| - Zone III (\$1300)                         |           |                      |
| Daily Bread Food Bank                       | \$1,000   |                      |
| Loft Community Services                     | \$ 300    |                      |
| - Zone IV (\$1300)                          |           |                      |
| Alpha House Project                         | \$ 400    |                      |
| Big Brothers/Sisters of Winnipeg            | \$ 200    |                      |
| Main Street Project                         | \$ 400    |                      |
| Versatech Industries                        | \$ 300    |                      |
| - Zone V (\$1300)                           |           |                      |
| Isabel Johnson Shelter                      | \$ 400    |                      |
| Transition House - Regina                   | \$ 500    |                      |
| Wish Safe House - Regina                    | \$ 400    |                      |
| - Zone VI (\$1300)                          |           |                      |
| Covenant House - Vancouver                  | \$ 650    |                      |
| Jim Green Residence - Vancouver             | \$ 650    |                      |
| <b>TOTAL 2002 DONATIONS:</b>                |           | <b>\$18,000.00**</b> |

*\*\* Two donations made by Marc Fiset caused problems. The cheques were sent to Jean-Guy Daoust for personal presentation, but for some reason neither Marc nor Marilyn was able to discover, the cheques were never cashed, and we still don't know what happened to them.*

*\*\*\* Marilyn's cheque to Covenant House appears to have been lost by Canada Post*

**TOTAL CASHED 2002 DONATIONS:                      \$16,575.00**

**MOTION: The Trustees of the CBFCF confirm the payment of the 2002 charity funds as listed in these minutes.**

**MOVED by Mary Moulton.**

**SECONDED by Claire Jones.**

**CARRIED UNANIMOUSLY.**

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

*Jan reported that in 2002, the ACBL charged us \$6,173.88 for our 10% share of expenses. This is down about \$2,400.00 from the charges in 2001. The decrease in charges was due to the ACBL reducing the fee for a staff member from \$24,000.00 US to \$12,000.00 US and to the strengthening of the Canadian dollar so that the exchange was less.*

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

|   |                                     |
|---|-------------------------------------|
| <i>Trustees expenses for the annual meeting</i> | <i>\$ 953</i>                       |
| <i>Bookkeeper &amp; Office Expenses</i>         | <i>1,800</i>                        |
| <i>Bank Charges</i>                             | <i>25</i>                           |
| <i>Postage &amp; delivery</i>                   | <i>52</i>                           |
| <i>Audit Expense</i>                            | <i>480* (bill not received yet)</i> |

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

**MOVED by Mary Moulton.**

**SECONDED by Bill Treble.**

**CARRIED UNANIMOUSLY.**

*Marilyn White commented that "third-party presentations", though they sound like a good idea in theory, rarely work out well. Something always seems to go wrong. Marilyn hoped that in the future we try to avoid them.*

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

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

### **5.0 FINANCIAL STATEMENTS**

#### **5.1 2002 Audited Financial Statement**

**MOTION: 2002 audited statement received and accepted.**

**MOVED by Jim Priebe.**

**SECONDED by Doug Fraser.**

**CARRIED UNANIMOUSLY.**

*The Trustees expressed concerns about the limited funds we have available for donating to Canadian Charities. It was felt that we should again write to the ACBL Charity Foundation expressing our concerns about the high charges. The percentage that goes to administrative costs is just too high and does not meet with acceptable standards.*

*It was also felt that we should check with the ACBL organization about Canada getting a share of Charity funds raised during the NABC Charity Day.*

Janice Anderson and Marilyn White will look after contacting the ACBL Charity Foundation.

## **6.0 2003 CHARITIES**

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

*At our 2002 meeting we designated the following charities.*

*a) Organizations that deal with Child Poverty.*

*Marilyn White reported on her research into these organizations.*

- Canadian Feed the Children - Domestic Program - all money donated to it stays in Canada*
- Campaign Against Child Poverty*
- Daily Bread Food Bank*
- Campaign 2000*

*Marilyn also provided the Trustees with internet links that may be helpful in finding organizations specifically working in their areas.*

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

*Canadian Guide Dogs for the Blind - no amount specified*

*Hospice of Peel - no amount specified*

*Humane Society of Canada - no amount specified - but requested support for critical care needs of Canadian farm animals who are suffering due to severe drought that hit the prairies in 2002.*

*Canadian Institute for the Blind Amateur Radio Program - no amount specified.*

*Covenant House Vancouver - requested \$4,000 to provide one full year of programs for one of the 1,375 young people it will assist in the coming year.*

*Frontier College - no amount specified but they are looking for support for their Beat the Street Program.*

*Vancouver "Loving Spoonful" - requested \$1000 for a display board.*

*Marilyn suggested that in looking at our Focal Group of Child Poverty there are two levels that we can donate to:*

- 1. Organizations that give direct support to children*
- 2. Organizations that deal on a higher level - advocacy groups*

*Keeping this in mind Marilyn recommended:*

- 1. Canadian Feed the Children Domestic Program for giving to a group that gives direct support to children*
- 2. Campaign 2000 - Report Card - for an advocacy group that gets lots of publicity and puts a lot of pressure on other agencies to try and eliminate child hunger in Canada.*

The 2003 Budget was gone over.

|                             |               |                        |
|-----------------------------|---------------|------------------------|
| Income:                     |               |                        |
| Game receipts and donations | \$ 23,000     |                        |
| Interest                    | <u>400</u>    |                        |
|                             | \$ 23,400     | <b>\$23,400</b>        |
| Expenses:                   |               |                        |
| ACBL Service Fee            | \$ 6,200      |                        |
| Trustee Expenses            | 1,650         |                        |
| Bookkeeper & Office Expense | 1,800         |                        |
| Bank Charges                | 50            |                        |
| Postage & Delivery          | 60            |                        |
| Audit                       | 500           |                        |
| Donations & Regional Funds  | <u>13,000</u> |                        |
|                             | \$ 23,260     | <b><u>\$23,260</u></b> |
| <b>Net Revenue:</b>         |               | <b>\$ 140</b>          |

**MOTION: The 2003 dispersements will be:**

|   |                 |
|---|-----------------|
| Canadian Feed the Children - Domestic Program   | <b>\$ 4,000</b> |
| Campaign 2000 Report Card Project (national focus)  | <b>\$ 2,000</b> |
| Trustees & Chairperson  | <b>\$ 7,000</b> |
| <i>- \$1000 each for donations that as much as possible benefit our focal group in each Zone.</i> |                 |

**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 2003 designated charities.*

**7.0 2004 DESIGNATED CHARITIES**

*Marilyn suggested "Hospice and Palliative Care Facilities" as possible Focal Group for 2004.*

*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 2004 the CBFCF Designated Charity will include, but not be limited to, organizations that deal with Child Poverty.**

**MOVED by Jim Priebe.**

**SECONDED by Doug Heron.**

**CARRIED UNANIMOUSLY.**

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

## **8.0 OTHER BUSINESS**

### **8.1 Acknowledgement 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 Jim Priebe.

**SECONDED** by Mary Moulton.

**CARRIED UNANIMOUSLY.**

## **9.0 APPOINTMENTS**

**MOTION:** Moved that Marilyn White of Toronto, Ont. be Chairperson of the CBFCF for the 2003 - 2004 year.

**MOVED** by Doug Heron.

**SECONDED** by Doug Fraser.

**CARRIED UNANIMOUSLY.**

**MOTION:** Moved that Janice Anderson will act as the CBFCF Accountant for the 2003-2004 year and will be the cosigner of cheques with Marilyn White.

**MOVED** by Bill Treble.

**SECONDED** by Mary Moulton.

**CARRIED UNANIMOUSLY.**

**MOTION:** Mintz & Wallace, Chartered Accountants of Regina, Sask. be appointed as the auditors of the CBFCF for 2003.

**MOVED** by Doug Fraser.

**SECONDED** by Bill Treble.

**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. It was noted that Marilyn's expenses will be much higher this year since the meeting was not held in Toronto.*

**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 Claire Jones.

**SECONDED** by Jim Priebe.

**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 2004 annual meeting of the CBF Board of Directors.**

**MOVED by Jim Priebe.**

**SECONDED by Bill Treble.**

**CARRIED UNANIMOUSLY.**

**12.0 ADJOURNMENT**

**MOTION: The meeting be adjourned.**

**MOVED by Jim Priebe.**

**SECONDED by Doug Fraser.**

**CARRIED UNANIMOUSLY.**

---

Chairperson - Marilyn White

---

Secretary/Treasurer - Janice Anderson

June 30, 2003