

HAMILTON GAULT MEMORIAL FUND

Virtual Annual Board of Trustees Meeting 13 May 2020

In Attendance:

Mr. Paul Hale	Trustee / Chair
Mr. Dougal Salmon	Trustee / Vice Chair
Mr. Jim Croll	Trustee / Treasurer
Ms. Terri Orser	Trustee / Secretary
Mr. Ted Giraldeau	Trustee
Mr Stephen Bartlett	Trustee
Mr. Dave Pentney	Finance Chair
Mr. Don Dalziel	Governance Chair

Guests:

Nil

1. Call to order:

The Chairman called the meeting to order at 1702 hours EDT (Eastern Daylight Time).

2. Opening Remarks from the Chair: Due to the COVID 19 crisis and the restrictions on travel is was decided to hold a virtual Annual Board of Trustee meeting for the HGMF. In addition, there were a number of observations by the Ways Team with respect to our submission ref the HGMF and possible amalgamation with the PPCLI Foundation that we need to address.

3. Approval of Agenda: (attached)

The approval of agenda was moved by Jim Croll, seconded by Stephen Bartlett. **Carried**

4. Approval of Minutes of the HGMF BoT Meeting, of 7 August 2019:

Motion to approve minutes was moved by Dougal Salmon, seconded by Jim Croll.
Carried

5. Observations by Ways Team ref HGMF (as per attached slides)

As per the slide the HGMF is not clearly separate from the PPCLI Association. We have fallen into the habit of conducting HGMF business during PPCLI Association meeting. For example, funds for Cadets from the HGMF must be approved by the HGMF BoT.

We have renamed student bursaries to HGMF Educational Bursaries. The PPCLI Association receives and reviews Bursary applications on behalf of the HGMF. However, the HGMF will approve the actual number and amount of educational bursaries

Don Dalzeil is working on HGMF By-laws. Dougal and Paul are working on a HGMF BoT Handbook. Handbook will be concise. Biggest issue will be adding fundraising as a responsibility of VP West. Once completed it will be passed secretarially for comment and final review.

Paul will work with Robert Curtin to develop an HGMF logo. We will immediately cease using the PPCLI Association logo on HGMF documents.

6. Financial Committee update 2019 – Finance Committee Chair: (as per attached slides)

Dave reported that the HGMF made 14% in 2019. The disbursement quota for 2020 is \$29,266. The HGMF got off to a rocky start in 2020 due to COVID 19. However, by 6 May 2020 the fund was recovered very well. The net decrease is \$22,930 or 2.7%. Marv Fenrich has been doing an outstanding job of managing our funds.

7. HGMF Financial Position and Statement of Income 31 Dec 19 and 30 Apr 20 (as per attached slides)

Jim reviewed HGMF Financial Position and Income Statements as of 31 Dec 2019. Due to COVID 19, the Auditor has not started the audit yet. It will most likely be completed in the fall.

Jim also reviewed HGMF Financial Position and Income Statements as of 30 Apr 2020.

There was a short discussion on actual funds disbursed. In 2019 the following funds were disbursed from HGMF.

Student Bursaries	\$21,000
Cadets	\$ 4,500
Mental Health	\$14,800
Soldier On	\$ 1,500
Total	\$41,800

The funds expended for Mental Health are on the travel line in the HGMF Statement of Income. In future we need to report Mental Health / Peer Support as a separate line in the budget. Jim explained the challenges of using simply accounting as our software program.

8. HGMF Fundraising 2018 – 2020 (as per attached slides)

Paul reviewed fundraising results for 2018 – 2020. In 2019, we exceeded our fundraising goals in 2019 due to the requests submitted to True Patriot Love, (\$7,000) General Dynamics (\$5,000), and Cubic (\$2,500) for support of Peer Support workshops. Paul to confirm what will happen with TPL grant due to COVID 19 restrictions. Pete Leger and Paul are looking at what can be accomplished via virtual workshops

9. 2020 HGMF Support to Cadets (as per attached slides)

Dougal reviewed the Cadet Corps requests for funding in support of Cadet Corps.

Moved by Dougal Salmon, seconded by Jim Croll that the PPCLI Cadet Corps listed below be allocated the funds indicated for 2020.

- 533 Winnipeg – \$1,000
- 2943 Campbell River – Suggest \$2,000
- 2483 Esquimalt – \$1,000 plus \$1,000 as 2020 Top Cadet Corps

Carried

Dave explained that once the Annual HGMF Budget is approved, we should be able easily approve donations based on the approved budget.

10. Approval of 2021 HGMF Budget (as per attached slides)

The Proposed 2021 Budget was reviewed. The intent is to only cash in \$25,000 of investments from 2019. In 2019, we had a net increase of \$104,126 in investments.

Requested that Travel expenses be changed to read Trustees vice Directors. Done.

Currently we have a small credit with Commonwealth Memorial War Graves commission. Have not received projected costs for 2021.

It was confirmed that we are not responsible for maintenance of Hamilton Gault Statue near the National War Memorial. However, the Ottawa Branch conducts overwatch to ensure that it is maintained.

Maintenance Agreement vice Lansdowne Park has not been signed yet. There is a small crack on the top of the memorial . Cost of repairs should be around \$1,000.

Jim Croll moved the 2021 HGMF budget be approved. Seconded by Dave Pentney.

Carried

11. Status of additional HGMF Charitable Objects (as per attached slides)

The Trustees reviewed the status of request to update HGMF Charitable objects. On 5 September 2019 CRA asked for additional information. We have not had time to respond. Given the possible amalgamation with the Foundation. Should we proceed. Don Dalziel briefed on John Logan's comments to the Ways Team ref CRA in that it raises our profile and will result in extra scrutiny. Dave Pentney briefed on the Ways Team progress to date and the time required to consider the challenges of amalgamating two differ funds. Are the proposed charitable object critical and if we stand down what impact will this have on current charitable objects. After discussion it was agreed by all that we do not pursue the proposed charitable objects. Paul is to send a letter to CRA explaining that we will not pursue updating HGMF charitable objects at this time.

12. HGMF Logo (as per attached slides)

Paul reviewed that we have fallen into the habit of using the PPCLI Association logo on HGMF documents. This is wrong and gives an impression the HGMF is linked to the PPCLI Association. Paul will work with Robert Curtin to develop an HGMF logo. Once designs have been created they will be passed to the BoT for comment and approval. We respect Regimental Intellectual Property rules.

13. Addition of St Bartholomew's East Memorial Stained-Glass Window as a Regimental Memorial (as per attached slides)

Don Dalziel briefed on the history on the East Memorial Or Ottawa Window at St Bartholomew's Church in Ottawa. The window was installed by the Duke Of Connaught, Princess Patricia's father and Governor General.

Moved by Paul Hale that the East Memorial Window in St Bartholomew's Church be recognized as a Regimental Memorial. Seconded by Dougal Salmon.

Carried

After discussion it was confirmed that the window is listed in the Regimental Monuments and Memorials Manual. Ottawa Branch was approached by St Bartholomew's Church to raise 10% or \$20,000 towards the restoration of the window. No commitment has been made and they already have indications of \$10,000 in donations. The HGMF will be able to issue charitable tax receipts for donations made in respect to this project, since it is in the memorial manual and is a significant Regimental Memorial.

11. Open Forum

Nil

12. Date and time of next meeting

The next meeting will be held on 1 May 2010 in Moncton, NB.

13. Adjournment

The meeting was adjourned at 1750 hours on a motion by Ted Giraldeau.



Prepared by:
Terri Orser
HGMF Secretary
10 June 2020

Approved by:
Paul Hale
HGMF Chair
10 June 2020

**HAMILTON GAULT MEMORIAL FUND
2021 BUDGET**

HGMF		
Revenue		
	Donations - Tax Receipted (Note 2)	\$10,000
	Donations - Non-Tax Receipted (Note 2 and 5)	\$12,000
	Grants - Tax Receipted (Note 3)	\$20,000
	2019 Investment Income (Note 4)	\$25,000
	Total Revenue (Note 2)	\$67,000
Disbursements		
Administration		
	Office Expense	\$1,000
	Accounting/Audit Fees (Projected)	\$4,000
	Travel/Trustees/Bursary Adjudication	\$8,500
	Fund Raising Expense	\$300
	Interest and Bank Charges	\$60
	Memorial Maintenance	\$3,500
	Student Bursaries (Note 5)	\$23,000
	Cadet Support	\$5,000
	Veterans and Family Support	\$1,500
	Peer Support Workshops	\$20,000
	Total Disbursements	\$66,860
	Revenue over Expenditures	\$140
Notes:		
2. Donations will be applied to enhance in-year programs.		
3. Amount indicated is requests to various agencies for grants in support of 11 Suicide Awareness workshops. If funds are not received workshops should be cancelled accordingly. Costs for one workshop is \$9,000 and \$11,000 for Applied Suicide Intervention Training (ASIST).		
4. Unrealized gain from HGMF investments for 2019 was \$104,126. Proposed gain from investments be used if required.		
5. Donation of \$7,000 to HGMF for Bursaries from Casino Account will bring total bursaries to \$23,000.		

Hamilton Gault Memorial Fund

Board of Trustees

Meeting

13 May 2020

Agenda

1. Call to Order
2. Opening Remarks from the Chair
3. Approval of Agenda
4. Approval of BoT 7 August 2019 minutes

5. Ways Team Observations

HGMF not clearly separate from PPCLI Association

- Bursaries renamed to HGMF Educational Bursaries
- HGMF Educational Bursary Committee Report submitted to HGMF BoT vice Association
- Requests for financial support to PPCLI Cadet Corps must be approved by HGMF BoT
- Require HGMF logo.
- Require HGMF Board of Trustee's Handbook.
- Fundraising is HGMF responsibility

Summary of HGMF Portfolio

- 2019 Opening Balance \$741,538
- 2019 Closing Balance \$845,644
- Portfolio increase \$104,126 or 14%
- 2019 minimum disbursement quota was \$26,478. We exceeded this for 2019.
- 2020 minimum disbursement quota is \$29,266
- 6 May 2020 Balance \$822,734
 - Decrease of **\$22,930 or 2.7 %**

7.1 HGMF Financial Position 31 Dec 19

Current Assets

Cash	39,374.61	
Investment - Mutual Funds	845,664.00	
TOTAL CURRENT ASSETS		885,038.61

LIABILITY

Current Liabilities

Veterans/Family/Support Traing		7,505.00
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TOTAL LIABILITY		7,505.00
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EQUITY

Retained Earnings

Fund Balance		771,746.59
Current Earnings		105,787.02
Total Retained Earnings		877,533.61

TOTAL EQUITY AND LIBILITYS		885,038.61
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7.2 HGMF Income Statement 31 Dec 19

Revenue

Investment Revenue	\$104,267.71
Donations - Tax Receipted	38,688.69
Donations - Non Tax Receipted	4,010.00
Donations -Canada Helps	5,650.20
PayPal Donations	0.27
Donations for Bursaries	5,000.00
TOTAL REVENUE	<hr/> 157,616.87

EXPENSE

Soldier On Atlantic Golf Invitational	1,500.00
Fund Raising Expense	257.03
Office	430.51
Student Bursaries	21,000.00
Professional Fees	3,800.00
Cadet Support	4,500.00
GST Paid	699.51
Travel	19,587.98
Interest & Bank Charges	54.82
TOTAL EXPENSE	<hr/> 51,829.85

NET INCOME	105,787.02
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7.3 HGMF Financial Position 30 Apr 20

Current Assets

Cash	45,873.86
Investment - Mutual Funds	845,664.00

TOTAL CURRENT ASSETS	891,537.86
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LIABILITY

Current Liabilities

GST Paid on Purchases	-113.25
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TOTAL LIABILITY	-113.25
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EQUITY

Retained Earnings

Fund Balance	877,533.61
Current Earnings	14,117.50
Total Retained Earnings	891,651.11

TOTAL EQUITY AND LIBILITIES	891,537.86
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7.4 HGMF Income Statement 30 Apr 20

REVENUE

Donations Tax Reciept	2500
Donations - Non Tax Receipted	250.00
Donations -Canada Helps	5,672.00
PayPal Donations	946.00
Veterans/Family/Support Training	7,505.00

TOTAL REVENUE	16,873.00
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EXPENSE

Fund Raising Expense	244.02
GST	113.25
Office	2,490.82
Interest & Bank Charges	20.66

TOTAL EXPENSE	2,868.75
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NET INCOME	14,004.25
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8. HGMF Fundraising 2018 - 2020

Total funds donated or transferred to the HGMF during the period 2018 to present :

	2018	2019	2020
Donations	12,323.00	31,820.48	9,368.00
Cash in investments	0.00	0.00	TBC
Grants / Peer Support	0.00	16,528.68	7,505.00
Total	12,323.00	48,349.16	16,873.00
% raised	34.60%	242%	37.50%

- As of 30 Apr 2020, we have raised \$16,873 or 37.5 % of the 2020 goal.
- We must increase fundraising or reduce what we support!!

9. 2020 HGMF Support to Cadets

Moved by Dougal Salmon, seconded by that the PPCLI Cadet Corps listed below be allocated the funds indicated for 2020.

- 533 Winnipeg – \$1,000
- 2943 Campbell River – Suggest \$2,000
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10. 2021 HGMF Budget

HGMF		
Revenue		
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	Interest and Bank Charges	\$60
	Memorial Maintenance	\$3,500
	Student Bursaries (Note 5)	\$23,000
	Cadet Support	\$5,000
	Veterans and Family Support	\$1,500
	Veterans Suicide Awareness	\$20,000
	Total Disbursements	\$66,860
	Revenue over Expenditures	\$140

10. 2021 HGMF Budget

Notes:

2. Donations will be applied to enhance in-year programs.
3. Amount indicated is requests to various agencies for grants in support of Mental Health and Suicide Awareness workshops. If funds are not received workshops should be reduced accordingly. Costs for one workshop is \$9,000 and \$11,000 for Applied Suicide Intervention Skills Training (ASIST).
4. Unrealized gain from HGMF investments for 2019 was \$104,126. Proposed that up to \$25,000 from investments be used if required.
5. Donation of \$7,000 to HGMF for Bursaries from Casino Account will bring the total available for bursaries to \$23,000.

"Comments: HGMF did very well in 2019 with a net gain of \$104,126. However to date in 2020 it has lost approx. 25% due to the coronavirus. The need to assist Veterans will increase and we will most likely have to cash out a portion on the investments."

11. Status of additional HGMP charitable objects

- 17 May 19 – request for additional object faxed to CRA
- 5 Sep 19 – Case Officer assigned HGMP request
 - Requested additional info
 - Have not responded to date
- Do we proceed with request as per initial letter?

12. HGMF Logo

- Need an HGMF logo vice using PPCLI Association
- Contacted Robert Curtin for assistance
- Unveil new logo on 10 August 2020
- Possible use of Hamilton Gault Statue or other Regimental symbols



13. St Bartholomew's East Memorial Stained Glass Window



The St Bart's East Memorial Window on the west wall of the church.



Detail of the lower left pane. The Wounded Warrior, Lt Col Farquahar, is being escorted to the presence of the Warrior Saints by St Raphael and St Gabriel.

13. St Bartholomew's East Memorial Stained Glass Window



The large descriptive plaque mounted on the north wall at the front of the Chapel. It lists ten names, the members of Prince Arthur's Rideau Hall staff who were killed during WWI. Three were Patricia's: LtCol Farquhar, the first CO, who died of wounds at St Eloi on 20 Mar 1915; Capt Buller, the first Adjutant and second CO, killed at Mount Sorrel on 2 Jun 1916; and Capt Newton, the first Patricia officer to be killed in action, at Vierstraat, Belgium on 8 Jan 1915.

13. St Bartholomew's East Memorial Stained Glass Window

- East Memorial Stained Glass window in need of repairs
- Estimated cost \$200,000
- Church has asked PPCLI Association to contribute 10% or \$20,000
- Significant Regimental history at St Bartholomew's Church
 - Princess Patricia worshiped here
 - Patricia Pew
 - Stained Glass window
 - 100th Anniversary plaque

Moved by Paul Hale that the East Memorial Window in St Bartholomew's Church be recognized as a Regimental Memorial. Seconded by Dougal Salmon

14. Open Forum

15. Next Meeting

- ✓ 1 May 2021 – Moncton, NB

16. Adjournment