



HAMILTON GAULT MEMORIAL FUND

Virtual Board of Trustees Meeting 9 Sep 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. Dave Pentney	Finance Chair

Absent

Mr Stephen Bartlett	Trustee
Mr. Don Dalziel	Governance Chair

Guests:

Nil

1. Call to order:

The Chairman called the meeting to order at 1940 hours EDT (Eastern Daylight Time).

2. Opening Remarks from the Chair: Need to develop a plan to address the various observations by the Ways Team with respect to the HGMF.

3. Approval of Agenda: (attached)

The approval of agenda was moved by Jim Croll, seconded by Dougal Salmon **Carried**

4. Approval of Minutes of the HGMF BoT Meeting, of 13 May 2020:

Motion to approve minutes was moved by Jim Croll, seconded by Ted Giraldeau
Carried

5. Financial Committee Update (as per attached slides)

Investments as of 3 September 2020 are \$897,932.42. Despite the volatile market we are doing very well and recovered the losses from the first portion of the year

6. HGMF Financial Position (as per attached slides)

Note slide 4 should be 31 Aug 2020 vice 30 Apr 20. Typo on the pdf

We have not expended the \$7,000 grant from True Patriot Love (TPL) that was allocated for Mental Health or ASSIT training. We have not expended these funds due to COVID 19 restrictions. At this time, it is not known if we have to return the funds if we do not expend them as promised. Paul suspects that TPL may not request refund

7. Annual Regimental Anniversary Bike Ride Fundraiser (as per attached slides)

The 106th Regimental Anniversary Bike Ride proposed by Greg Bell from Ottawa Branch went extremely well and raised \$7,659.60. Suggest that this become an annual event for the HGMF on the Sunday nearest 10 August. Paul volunteered to coordinate the event. We will also contract with Jackaro for biking Jerseys and shorts. No cost to us since individuals place order direct with them. Prices drop per item as orders increase.

Encourage Branches to sponsor local riders, participation by cadets and serving component. Max distance for cadets and over 70 is 50 km vice 100+.

Secondary intent is to link installation of Legacy stones at the same time.

8. Status of Additional HGMF Charitable Objects (as per attached slides).

Letter to CRA reference changes to HGMF Charitable Objects was faxed on 9 September 2020. We advised CRA that we will not be amending the objectives at this time. Copy passed to all Trustees.

9. HGMF Logo (as per attached slides)

Proposed HGMF logo as per slide. RM has granted permission to use the intellectual property in the logo. Dave commented that we should not copyright the logo at this time, due to upcoming changes to charitable structure.

10. Communication Plan Future ways Team reports (as per attached slides)

Communication plan briefed as per slide. A series of town halls will be held with Dave and Don briefing on the Ways Team recommendation. Briefing will be opened to Foundation members.

11. Future Composition HGMF BoT as per attached slides)

The Ways Team made a number of observations that there is a lack of separation between the PPCLI Association Board of Directors and HGMF Board of Trustees (BoT).

Dave commented that BoT members should not be directors on the PPCLI Association BoD. They should be two distinct organizations. The Association Treasurer may be an ex-officio member for the BoT in the interim. Dave reinforced that we are vulnerable now if CRA was to take a close look at HGMF operations. We need to address this vulnerability. The consensus was to recruit new trustees with the intent to have a new BoT elected in May 2021. We could add some new members to the HMGF BoT by January 2021.

Ted suggested that the PPCLI Association should have an ex-officio member on the HGMF BoT as a Liaison Officer.

Dave commented that the HGMF should identify major fundraising requirements. Current requirements are low since we do not have any major project in the near future. Currently HGMF charitable objects are grandfathered, however changes to objects are now subject to updated CRA rules and regulations.

Association Bylaws – Oversight by Council of Presidents (CoP)

The Association CoP should not have oversight of HGMF. Association Bylaws to be amended at the 2021 AGM. Issue will be raised in fall newsletter with specific details in Spring newsletter.

MOUs

It was recommended that MOUs be created for programs funded by the HGMF and the administration is provided by the PPCLI Association. Areas under consideration are:

- HGMF Educational Bursaries
- Mental Health / Peer Support / Volunteer Patricia Program
- Annual PPCLI Cadet Corps Competition
- Financial Support to PPCLI Cadet Corps

There is a concern that the HGMF may not be able to provide funds direct to PPCLI Cadet Corps. Funds may have to go to the Provincial Army Cadet League (PACL). Big concern is that the PACL may not pass the funds to PPCLI Cadet Corps. This will require detailed coordination with the various PACL organizations. We may require specific MOUs with each PACL and CRA may have to approve these MOUs. Dougal will commence liaison with PACL.

Paul will draft HMGF BoT draft MOUs for

- HGMF Educational Bursaries
- Mental Health / Peer Support / Volunteer Patricia Program

12. Open Forum

Potential trustees for new HGMF BoT

Dave Pentney
Jammie Hammond
Derek Prohar
Glenn Nordick

Nomination committee has a challenge to recruit new trustees.

13. Date and time of next meeting

The next meeting will be held on 13 Jan 2020 or shortly after release of Ways Team Final Report

HGMF BoT AGM after 1 May 2021.

13. Adjournment

The meeting was adjourned at 2028 hours EDT on a motion by Dougal Salmon.

Paul Hale

Prepared by:
Terri Orser
HGMF Secretary
10 October 2020

Approved by:
Paul Hale
HGMF Chair
10 October 2020



Board of Trustees
Meeting
9 September 2020



Agenda

1. Call to Order
2. Opening Remarks from the Chair
3. Approval of Agenda
4. Approval of BoT 13 May 2020 minutes



5. Financial Committee report

- Investments as of 3 September 2020 were \$897,932.42.



6. HGMF Financial Position

STATEMENT OF FINANCIAL POSITION HGMF 30-Apr-20

DRAFT UNTIL AFTER 2019 REVIEW SUBJECT TO CHANGE

ASSET

Current Assets

Cash	36,541.20	
Investment - Mutual Funds	845,663.91	
TOTAL CURRENT ASSETS		882,205.11

LIABILITY

Current Liabilities

GST Paid on Purchases		117.64
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TOTAL LIABILITY

117.64

EQUITY

Retained Earnings

Fund Balance		877,533.61
Current Earnings		4,789.23
Total Retained Earnings		882,322.84

TOTAL EQUITY AND LIABILITIES

882,205.11



6. HGMF Income Statement

REVENUE

Donations Tax Receipt	2740
Donations - Non Tax Receipted	250.00
Donations -Canada Helps	14,667.00
PayPal Donations	3,656.00
Veterans/Family/Support Training	7,505.00

TOTAL REVENUE

28,818.00

EXPENSE

Fund Raising Expense	581.60
GST	117.64
Office	2,686.07
Interest & Bank Charges	41.10
Travel	720.00
Student Bursaries	21,000.00
Cadet Support	4,000.00
TOTAL EXPENSE	29,146.41

NET INCOME

-328.41



7. Annual Regimental Bike Fund Raiser

Annual event on weekend closest to 10 Aug

- May 2021 - advertise new cycling Shorts and Jerseys for those who wish to purchase them. Orders close 30 May

- May - July - advertise. Branches recruit local riders. Challenge serving component to participate with funds going to HGMF.

- Challenge Cadet Corps to participate with funds earmarked for Cadet Corps (75%) and 2023 Sicily / Italy Battlefield trip (25%). Unrealistic to expect cadets to bike over 100km. Set their goal at 50km.

- 2020 raised \$7,659.60

- 8 August 2021 - Ride Day. 2021 Goal \$15,000.
Under 16 and over 75 bike 50 km, all others 107km



8. Status of HGMF Charitable Objects

9 Sep 20 Letter faxed to CRA



9. HGMF Logo

Final version by Robert Curtin with clean portrait

RM approved use

If we wish to formally copyright will have to request permission from CAF Intellectual Property to use. Then register with Canadian Intellectual Property Office



10. Communications Plan future Ways Team reports



6 Nov 2020 – Fall PPCLI Association Newsletter to be published. Article on Ways Team and work to date

December 2020 – Ways Team Final Report to Regt Steering Committee

Mid January 2021 – HGMF Board of Trustees briefed on Report by Dave Pentney and Don Dalziel

End January 2021 – Association Council of Presidents briefed on Report by Dave Pentney and Don Dalziel

Mid/End February 2021 – a series of Town Hall briefings for Association and interested Foundation members briefed on Report by Dave Pentney and Don Dalziel

17 Mar 2021 – Spring PPCLI Association Newsletter to be published with article on Ways Team report
- Anticipated distribution date for 2020 Patrician with article on Ways Team report

30 April 2021 – HGMF Annual Board of Trustee Meeting



11. Future Composition HGMF BoT

- The HGMF BoT should have trustees who are not members of the Association BoD. Treasurer and Secretary are ex-officio members of HGMF BoT in short term.
- Chair of the HGMF BoT should **NOT** be President of the Association
- Nomination committee should be stood up and approach various individuals to join the HGMF BoT NLT 2021 AGM. Stand up new Board.
- We may need ex-officio or advisors to BoT until By-laws and Constitution are properly amended



11. Oversight of HGMF BoT

- PPCLI Council of Presidents should not have oversight of HGMF BoT Ref - para 2 of Article 2.03 of Association Bylaws

2.03 Council of Branch Presidents

1. The Board will issue instructions for the membership and operation of the Council of Branch Presidents, commonly referred to as the Council. The purpose of the Council is to advise and provide feedback to the Chair and Board of Directors. Membership in the Council is all Branch Presidents and the Executive Committee. The Council will meet at the call of the Chair of the Board.

2. In addition, the Council is responsible for oversight of the Hamilton Gault Memorial Fund (HGMF). The Board of Trustees of the HGMF is responsible to the Council for all governance and policy matters affecting the Fund.



11. HGMF MOUs

- Recommend creating MOUs with PPCLI Association for HGMF programs that they administratively support
- HGMF Educational Bursaries
- Mental Health / Peer Support / Volunteer Patricia Program
- Financial Assistance to PPCLI Cadet Corps
- Annual PPCLI Top Cadet Corps Competition
 - Rename to HGMF vice PPCLI Association



12. Open Forum



13. Next Meeting

- ✓ 13 Jan 2021 or ASAP after release of Ways Team report
- ✓ 1 May 2021 – Moncton, NB

14. Adjournment

STATEMENT OF FINANCIAL POSITION
HGMF
30-Apr-20

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INCOME STATEMENT
HGMF
31-Aug-20

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