



Hamilton Gault Memorial Fund

**Minutes of the Board of Trustees' Meeting
13 January 2022**

By video conference at 1700 MST

Present:	
Mr. Dave Pentney	Chair / Treasurer
Mr. Charles Reece	Vice Chair
Mr. Paul Hale	Secretary / Fundraising
Mrs. Donna Campbell	Heritage / Veterans and Family
Mr. Jamie Hamond	Cadets
Mr Quentin Innis	Governance Chair
Mr Stan Stapleford	Trustee
Mr Jim Croll	Ex-officio Chief Financial Officer
Mr Don Dalziel	Ex-officio Governance
Mr Ernie Reumiller	Chief Financial Officer Designate
Absent / Regrets	
Mr. Derek Prohar	Educational Bursary

Item	Discussion	OPI/Action
1.	Call to Order: The meeting was called to order at 1706 (MST) hours, with a quorum.	Chair
2.	Opening Remarks: Dave welcomed all to our first meeting of the New Year. Last year was productive and the board is moving along, but we still have lots of work to do. We did well with respect to our investments.	Chair
3.	Approval of the Agenda: Motion for approval: by Donna Campbell Seconded by Chuck Reece. <i>Carried</i>	Chair

Item	Discussion	OPI/Action
4.	<p>Approval of minutes from 14 October 2021</p> <p>Motion for approval: by Paul Hale. Seconded by: Jamie Hammond. <i>Carried</i></p>	Chair
5.	<p>Financial Report (as per attached slide)</p> <p>Dave reviewed the Financial report. We did extremely well with investments with a net increase of 9.27% or \$86,183. He explained that our disbursement quota is 3.5% of the average of our investments over the past eight quarters. We exceeded the 2021 quota. The quota for 2022 is \$33,915.</p> <p>There are discussions that the annual disbursement quota may increase to 5 or 10% but a formal decision has not yet been made.</p> <p>Dave reviewed the attached Financial Statements for 2021. We did very well with donations in 2021 and did not have to cash out any investments. The professional fees were high since the 2019 financial review was not completed until 2021 and was charged to us in 2021</p> <p>Dave reviewed the 2021 budget and we had a net gain of \$4,296 for 2021. Charitable disbursements were \$49,900 as shown.</p>	Treasurer / Finance Chair
6.	<p>Bursary Program Update</p> <p>The question has been posed whether we should reduce the number of bursaries with a corresponding higher value. Or do we remain with the current status quo of more bursaries with smaller amounts.</p> <p>A decision is not required at this time. Board members were asked to consider the two options and be prepared to discuss in detail at the next meeting.</p>	Bursary Chair
7.	<p>Cadet Program Update</p> <p>Jamie advised that most Cadet Corps are not parading due to COVID. In addition the demise of Dougal Salmon has impacted the administration of this activity. The 2022 Cadet Corps Trophy Competition will be put on hold.</p> <p>Jamie discussed a couple of options since the competition has not been conducted for the past two years:</p> <ol style="list-style-type: none"> a. Perhaps distribute additional funds to the Cadet Corps in 2023; or b. Award 2nd and 3rd place with funds for 2023. <p>No decision required at this time. But we will discuss further at the next meeting.</p>	Cadet Chair

Item	Discussion	OPI/Action
	<p>The Cadet MOU was discussed and it was confirmed the PPCLI Association supports Alberta Cadet Corps with Casino funds. However due to COVID 19, the PPCLI Association has not received any funds from Casinos over the past two years.</p> <p>There may be a need to provide additional financial support to Cadet Corps in 2023 since they have effectively been shut down for the past couple of years.</p> <p>Ted Giraldeau will be issuing a letter on the Cadet Corps grant program shortly.</p>	
8.	<p>Support to Veterans and Families Update</p> <p>Compassionate Listening Workshop</p> <p>Paul briefed on the Compassionate Listening Workshop. Patricia attendees on the pilot workshop conducted on 23 Oct 21 were Chuck Reece, Dave Banks and Butch Montreuil.</p> <p>Chuck Reece briefed that that the workshop was very valuable, well worthwhile and suitable for volunteers providing informal peer support.</p> <p>The cost to conduct a workshop is \$2,000 – each facilitator is paid \$500. Full disclosure Paul is a facilitator and to avoid any conflict of interest his honorarium will be donated to the HGMF. He suggested that the HGMF fund two regional workshops in 2022. (Western and Eastern Canada)</p> <p>Paul explained that he has discussed the workshops with Ted Giraldeau who advised that he had received positive feedback from Dave Banks and Butch Montreuil. The PPCLI Association does see a need for the training with emphasis on the Branch VVP Coordinators.</p> <p>Moved by Chuck Reece that the HGMF fund two Compassionate Listening Workshops in 2022 at a cost of \$4,000. Seconded by Donna Campbell. Carried</p> <p>Note: Paul abstained from voting.</p>	V & F Chair
9.	<p>Heritage Update</p> <p>Jack Munroe Memorial fundraising exceeded their goal. Initial deposit has been paid for the memorial. Excess funds will be used for other Regimental Memorials.</p> <p>St Bartholomew’s Stained Glass Window</p>	Heritage Chair

Item	Discussion	OPI/Action
	<p>Don Dalziel briefed on the Stained Glass window. Currently \$12,500 has been donated towards the window. He has a copy of the church's plan. The Irish Ambassador will host an event at a to be determined date to launch the fundraising drive and would be an excellent opportunity for the HGFMF to present its donation of \$25,000.</p> <p>Don requested that the Patricia Fund be approached to donate to the HGFMF in support of this project. Dave will contact the Patricia Fund.</p> <p>2023 Sydney Frost Memorial Battlefield Tour</p> <p>Paul briefed that the planning committee met on 11 Jan 22. Due to COVID and the ongoing restrictions. It was recommended that the Battlefield Tour be postponed to 2024. Paul recommended that we proceed with requesting approval from CRA to conduct a new activity to raise funds for youth within the Cadet Corps</p> <p>Paul was authorized to proceed with contacting CRA to request approval to conduct a new activity under our current objective with respect to support of cadets.</p>	
10.	<p>Governance Chair</p> <p>Dave introduced Ernie Reumiller as the Chief Financial Officer who will take over from Jim Croll. He will be responsible for day-to-day banking, bookkeeping, is authorized to sign charitable tax receipts and is a member of the Financial Committee</p> <p>Moved by Dave Pentney; Seconded by Paul Hale that Ernie Reumiller be appointed as the CFO upon completion of a hand-over from Jim Croll.</p> <p style="text-align: center;">Carried</p>	Governance Chair
11.	<p>Communications Update</p> <p>Paul briefed on the attached slide. The website is up and running. A few requires updating and Paul will pass a link for the website to Regimental HQ.</p> <p>It was suggested that we should consider creating a profile on LinkedIn or Instagram. Communication director would be responsible for maintaining the sites</p>	Comms Chair
12.	<p>Fundraising Update</p> <p>A total of \$56,659 was donated to the HGFMF during 2021. Paul highlighted that pay pal donations are actually funds donated via Facebook.</p>	Fundraising Chair

Item	Discussion	OPI/Action
	<p>11 of the 80 Marguerite coins have been sold to date. They will be advertised on Social Media in March.</p> <p>Fundraising Strategy</p> <p>Paul reviewed the proposed fundraising strategy. Dave commented that the options proposed are all valid. However the consensus is to wait until we have more clarity from the Transformation Team at to what may happen with respect to combining the various charitable funds.</p>	
13.	<p>Transformation Team Update</p> <p>Jamie briefed on the Transformation Team and the mission analysis drafted by Eric Liebert which will be presented to the Regimental Steering Committee. The analysis highlighted that the Regiment should review its governance structure. It must be made clear the various Regimental committees do not have the authority to tell charitable funds what to do. The options on the table ref the various charitable funds are:</p> <ul style="list-style-type: none"> a. retain status quo; b. combine HGMF and Foundation; or c. bring all charitable funds quickly or in a two stage process. <p>Quentin briefed on the work reviewing the charitable objects of each fund and the creation of a consolidated charitable objects has been forwarded to Eric. It should be released shortly. Quentin briefed that the Foundation and PPCLI Fund have fairly workable charitable objects and most of the things the HGMF would like to do are found within these objects.</p> <p>The current system is</p> <ul style="list-style-type: none"> a. PPCLI Foundation is outward looking; b. HGMF is inward looking with an emphasis on retired or released Patricias; and c. Patricia Fund is focused on serving members. <p>The argument could be made that the current structure is working but requires better coordination. The RSC will be requested to issue some specific guidance to the Transformation Team.</p> <p>Dave reiterated that their needs to be consensus from all parties on the charitable objects. It is important we get this right and that it provides us with the most flexibility.</p> <p>Dave thanked Jamie and Quentin for all the effort that they are putting into the Transformation Team.</p> <p>Note The Mission Analysis has been distributed to all for review.</p>	<p>Transformation Reps</p>

Item	Discussion	OPI/Action
14.	<p>Open Forum</p> <p>Donna discussed a paper that had been forwarded to her by Dave Pentney with respect to Art Therapy. She attempting to contact True Patriot Love about the program and to gather more information on the program. Paul will put Donna in contact with Namita Joshi at TPL.</p> <p>Both Quentin and Paul will forward additional background info to Donna.</p>	
15.	<p>Next Meetings</p> <p>17 March 2022 at 1700 MDT.</p>	Chair
16.	<p>Adjournment:</p> <p>There being no further business or objections the meeting was adjourned at 1804 (MST) hours on a motion by: Paul Hale</p>	

Paul Hale

Prepared by:
Paul Hale
HGFM Secretary
15 January 2022

DJ. Pentney

Approved by:
Dave Pentney
HGFM Chair
15 January 2022



Hamilton Gault Memorial Fund

Board of Trustees Meeting

Zoom Conference

13 January 2022



Agenda

1. Call to Order
2. Opening Remarks from the Chair
3. Approval of Agenda
4. Approval of Minutes 14 Oct 21
5. Financial Report



5. Finance Report

5a. Finance Committee Report

A summary of the HGMF portfolio performance for 2021 to date is as follows:

2021 Opening Balance	\$941,671
First Quarter	\$947,653
Second Quarter	\$983,090
Third Quarter	\$986,801
Fourth Quarter	\$1,027,854

Through to the end of the fourth quarter of 2021 the value of the portfolio increased by \$86,183 or 9.27%.

For planning purposes 50% of this amount or \$43,000 may be applied to the 2023 budget.

The Disbursement Quota for 2021 was \$30,954 and was met.

The Disbursement Quota for 2022 is \$33,915.



**Hamiton Memorial Fund
Financial Position
31-Dec-21**

ASSET

Current Assets

Cash	52,350.39
Investment - Mutual Funds	<u>1,027,853.85</u>
Total Current Assets	<u>1,080,204.24</u>
Total Assets	<u>1,080,204.24</u>

TOTAL ASSET 1,080,204.24

LIABILITY

Current Liabilities

GST Paid on Purchases	<u>-1,015.45</u>
Current Liabilities total	<u>-1,015.45</u>

Liabilities

St Bartholomews Project	<u>10,000.00</u>
Total Liabilities	<u>10,000.00</u>

TOTAL LIABILITY 8,984.55

EQUITY

Retained Earnings

Fund Balance	980,740.80
Current Earnings	<u>90,478.89</u>
Total Retained Earnings	<u>1,071,219.69</u>

TOTAL EQUITY 1,071,219.69

LIABILITIES AND EQUITY 1,080,204.24

Generated On: 11 Jan, 2022



**Hamilton Gault Memorial Fund
Statement of Income
31-Dec-21**

REVENUE

Revenue

Investment Revenue	86,182.13
Donations - Tax Receipted	3,598.23
Donations - Non Tax Receipted	1,000.00
Donations -Canada Helps	12,299.00
Donation - United Way	499.78
PayPal Donations	2,175.00
Donations for Bursaries	7,000.00
GST Rebates	406.22
Veterans/Family/Support Training	682.00
Jack Munro Memorial	11,169.00
Donations 107 Anniversary	14,392.80
Total Revenue	<u>139,404.16</u>

TOTAL REVENUE

139,404.16

EXPENSE

Expense Accounts

Soldier On Atlantic Golf Invitational	2,500.00
Patricia Park	144.00
Jack Munroe Memorial	3,753.63
Fund Raising Expense	1,098.74
Office	1,212.38
Web Hosting Services	1,091.88
Student Bursaries	25,000.00
Professional Fees	8,314.51
Directors and Officers Insurance	600.00
Cadet Support	5,000.00
Travel	123.75
Interest & Bank Charges	86.38
Total General & Admin. Expenses	<u>48,925.27</u>

TOTAL EXPENSE

48,925.27

NET INCOME

90,478.89

Generated On: 11 Jan, 2022



	Updated Budget 7 April 2021	Budget Actual 31 Dec 2021
Revenue		
Donations - Tax Receipted	\$25,000.00	44815.81
Donations - Non-Tax Receipted (Note1)	\$5,000.00	8406.22
Grants - Tax Receipted	\$0.00	
2019 Investment Income (Note 2)	\$25,000.00	
Total Revenue	\$55,000	\$53,222.03
Disbursements		
Administration		
Transformation Expense	\$5,000.00	
Office Expense	\$1,000.00	1212.38
Accounting/Audit Fees (Projected)	\$3,500.00	8314.51
Trustees Insurance	\$1,500.00	600
Travel/Directors	\$0.00	123.75
Fund Raising Expense	\$1,000.00	1098.74
Website Expense (Note 3)	\$3,000.00	1091.88
Interest and Bank Charges	\$100.00	86.38
Charitable Objects		
Memorial Maintenance.	\$1,000.00	3897.63
Student Bursaries (Note 4)	\$25,500.00	25000
Cadet Support (Note 5)	\$6,800.00	5000
Veterans and Family Support	\$1,500.00	2500
Peer Support Workshops and ASIST training (note 6)	\$0.00	
Total Disbursements (Note 7)	\$49,900	\$48,925.27
Revenue over Expenditures	\$5,100	\$4,296.76



Agenda

6. Bursary Program

Number and amount of bursaries for 2022

7. Cadet Program Update

2022 Cadet Corps Trophy Competition



8. Support to Veterans and Families Update

8a. Compassionate Listening Workshop

- One day virtual workshop designed to provide volunteers with additional tools on how to listen and understand others.
- Pilot course successfully conducted 23 Oct 21
 - ✓ Chuck Reece, Dave Banks and Butch Montreuil – PPCLI Participants
- Cost to conduct workshops \$2,000
- Request HGMF fund two virtual workshops for 2022
 - Discussed with Ted Giraldeau
 - End Feb / early Mar Eastern or Western
 - Max of 20 participants (PPCLI 12 – 15, others 5 -7)
- Will donate my honorarium to HGMF



9 Heritage Update

➤ **Jack Munroe Memorial**

- Donations exceeded the target. The surplus will be applied to Regimental Memorials

➤ **St. Bartholomew's Stained Glass Window Project**

➤ **Sydney Frost Memorial Battlefield Tour**

- 80th Anniversary Landing in Sicily July 2023
- Planning Committee recommends tour be postponed to 2024 due to COVID uncertainties.
- Recommend we request approval from CRA to subsidize Cadet attendance



10 Governance Update

- Ernie Reumiller has agreed to take over the the responsibilities of Chief Financial Officer(CFO) from Jim Croll. The CFO is responsible for day-to-day banking, bookkeeping, is authorized to sign charitable tax receipts and is a member of the Financial Committee.
- Moved by Dave Pentney; Seconded by Paul Hale that Ernie Reumiller be appointed as the CFO upon completion of a hand-over from Jim Croll.



11 Comms Update

Website up and running

Need to update and activate Memorials program

Need to upload 14 Oct 21 minutes – finger issues

MOUs have not been uploaded

Recommend creating HGMF Profile on

LinkedIn

Instagram



12 Fundraising Update

2021 Donations

➤ Canada Helps	\$21,298
➤ 107 th Anniversary Bike Ride	\$15,528
➤ Direct donations to HGMF	\$19,833
➤ Includes \$5000 – PPCLI Association Bursaries	
➤ \$10,000 Hewson Estate	
➤ \$2,175 (Social Media fundraisers)	
➤ \$500 – United Way	
➤ Total	\$56,659



12 – Excess Marguerite Coins



- Purchased 80 coins at cost of \$1,000 in Nov 21
 - \$12.50 per coin
 - Sold at cost of \$25 per coin including postage.
- As of 11 Jan 22
 - 11 coins have been purchased - Net gain of \$253.95
 - Will advertise coins in early March



12 - Fundraising Strategy

- Proposed Fundraising Activities
 - Encourage Branches to raise \$10 – 25 per member (Atlantic, Ottawa, SW Ontario, Edmonton and Calgary – strong supporters)
 - Planned Giving
 - Personal Legacy Stones
 - Take over from PPCLI Foundation
 - Annual install 2nd Sunday in August \$100 (charitable donation) plus installation fee
 - Regimental Anniversary Bike Ride
 - Wine or Beer Partnership – focus on supporting veterans



11 - Fundraising Strategy

➤ Recommendations

- ✓ Increased focus on Veterans and Families
- ✓ Partner with Veterans Association Food Bank and PTSD Service Dog agencies
- ✓ Consider making donations direct to
 - Soldier ON
 - PTSD Service Dog agencies
 - Veterans Association Food Bank



Agenda

13. Transition Team Update

14. Open Forum

15. Date and Time of Next Meeting

17 Mar 22 @ 1700 hrs Mountain Time

16. Adjournment

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HAMILTON GAULT MEMORIAL FUND Updated 1 April 2021
2021 BUDGET

2021 HGMF Budget updated 7 April 2021			
		Updated Budget 7 April 2021	Budget Actual 31 Dec 2021
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	Total Disbursements (Note 7)	\$49,900	\$48,925.27
	Revenue over Expenditures	\$5,100	\$4,296.76
Notes:			
1. Donation of \$5,000 to HGMF for Bursaries from PPCLI Association			
2. Unrealized gain from HGMF investments for 2019 was \$104,126. Proposed that up to \$25,000 from investments be used if required.			
3. Need to consider domain name, SSL certificate, set-up web hosting and maintenance. Estimate \$3000 with annual cost of \$1500.			
4. \$25,000 Educational Bursaries and \$500 for admin costs.			
5. Three Cadets have requested funds to date. Anticipate \$1,500 per cadet corps, \$800 for hatbadges /shoulder flashes and \$1,000 Top Cadet Corps plus \$500 for admin (keeper trophy, engraving and shipping).			
6. Virtual Mental Health First Aid provided at no cost by VAC. ASIST Training currently on hold due to COVID 19 restrictions.			
7. Estimated disbursement quota for 2021 is \$35,000			