



## Hamilton Gault Memorial Fund

### Minutes of the Board of Trustees' Meeting 21 July 2022

By video conference at 1700 MST

<b>Present:</b>	
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. Derek Prohar	Educational Bursary
Mr Ernie Reumiller	Chief Financial Officer Designate
<b>Absent / Regrets</b>	
Mr Stan Stapleford	Trustee
Mr Jim Croll	Ex-officio Chief Financial Officer
Mr Don Dalziel	Ex-officio Governance

Item	Discussion	OPI/Action
1.	<b>Call to Order:</b> The meeting was called to order at 1701 (MST) hours, with a quorum.	<b>Chair</b>
2.	<b>Opening Remarks:</b> Has been a relatively quiet period. Transition Team on summer break. One addition to the Agenda, specifically a bequest from the BGen JA del Lalanne, CBE, MC, ED family.	<b>Chair</b>
3.	<b>Approval of the Agenda:</b> Motion for approval: by Donna Campbell Seconded by Derek Prohar. <i>Carried</i>	<b>Chair</b>

Item	Discussion	OPI/Action
4.	<p><b>Approval of minutes from 21 April 2022</b></p> <p>Motion for approval: by Paul Hale Seconded by: Chuck Reece. <i>Carried</i></p>	<b>Chair</b>
5.	<p><b>Financial Report</b> (as per attached slide)</p> <p>Financial Committee is attached. Through to the end of the second quarter of 2022 the value of the portfolio decreased by \$150,376 or – 14.63%. Not a surprise given the current worldwide issues.</p> <p>Balance Sheet and Income statements as of 30 June 2022 are attached. Current cash balance is \$57,242.</p> <p>Ernie briefed that he be collecting some of the glitches in simply accounting. Scotia Bank is not willing to allow etransfers into the bank account. In addition Scotia Bank charge service fees for deposits and other banking transactions. This is unworkable.</p> <p>Discussions are ongoing with Bank of Montreal to move our accounts to them. They will allow etransfers and no service charges. However we must keep a minimal balance of \$35,000 in the account to avoid bank charges.</p> <p>Ernie will advise what the service charges would be if we did not a balance of \$35,000 in the account.</p>	<b>Treasurer / Finance Chair</b>
6.	<p><b>Bursary Program Update</b></p> <p>Derek briefed that the deadline for Bursary application was extended to 31 July 2022. This was because there were a older versions of the application form on the RHQ and various social media sites. This has been corrected.</p> <p>To date we have 10 applications but it is anticipated that more will be submitted by 31 July.</p> <p>The HGMF will award 9 or 10 bursaries this year.</p>	<b>Bursary Chair</b>
7.	<p><b>Cadet Program Update</b></p> <p>Jamie briefed that Gord Keener has been confirmed as the PPCLI Association Cadet Liaison representative. Jamie will review the Cadet MOU with Gord</p> <p>Jamie to provide Paul with a copy of the article ref the donation to the Winnipeg Cadet Corps.</p> <p>This year we plan to award the Top Cadet Corps Trophy.</p>	<b>Cadet Chair</b>

Item	Discussion	OPI/Action
8.	<p><b>Support to Veterans and Families Update</b></p> <p>Compassionate Listening workshop planned for 28 Aug. However only 4 registered to date, require min of 10 for a viable workshop.</p> <p>Donna advised that we are sponsoring a team and one soldier for the 28 July Atlantic Solider ON Golf Tournament. Article to follow.</p> <p>Donna briefed on the Needs Analysis Team. First meeting will be 5 August. The members of the team are:</p> <p>Team Lead – Donna Campbell  Team Co-Lead – Mike Goodspeed  Chuck Reece – Vice Chair HGMF  Walter Semianiw – Past Director VETS Canada  Jeff Virgo – Patricia – Invictus Games participant  Jay Bickerton – National VPP Coordinator  Shawna Bruce  Charles Redeker – Calgary Veterans Food Bank</p> <p>Dave thanked Donna for putting together a very strong team. He did caution that the HGMF ability to deliver programs is limited. In addition the work will be of great assistance in to the Transition Team and improving our charitable objects.</p>	V & F Chair
9.	<p><b>Heritage Update</b></p> <p>St Bartholomew's Stained Glass Window No new information at this time.</p> <p><b>2024 Sydney Frost Memorial Battlefield Tour</b></p> <p>Paul advised he will conduct a recce 13 Sep – 2 Oct. Karen Storwick is coordinating visits to officials in Italy. He has requested the Steve Gregory's assistance to coordinate visits in Sicily. Steve suggested that it may be possible to create a display in the Carabinieri Museum in Ispica to highlight Sydney Frost's connection to the city. Paul will report back after the recce, but is considering the possibility of donating replica medals and creating a couple of story boards in Italian and English. Estimated cost is \$1,000.</p> <p>A commemorative plate has been designed for the Battlefield Tour as per the attached report. Intent is to present a plate to the various cities as way to help raise awareness and gain support for the installation of the memorials. Robert Curtin did the artwork on the plate and Paul recommend that he compensated for his</p>	Heritage Chair

Item	Discussion	OPI/Action						
	<p>work. It should be noted that he did the artwork for the HGMF Logo at no cost.</p> <p>Karen Storwick has contacts with a company in Calgary that previously produced similar plates for her.</p> <p>Paul moved that Robert Curtin be compensated \$150 for his artwork and that five plates be purchased at \$75 each. Total cost not to exceed \$525. Seconded by Derek Prohar. <b>Carried</b></p> <p>Mike Bechtold will commence work in the Memorial Plaques so that he can show the proposed memorials to Italian authorities on the recce.</p> <p>Paul advised that he has not heard back from CRA reference the request which was submitted on 22 Feb. He will phone the CRA 1 800 line in August.</p> <p>Recce report will be submitted for the next HGMF meeting.</p> <p>Donna will contact Terry Loveridge ref status of the Kapyong Commemorative Trail.</p> <p>Jack Munroe Memorial to be formally dedicated on 13 August at Acton, ON.</p>							
10.	<p><b>Governance Chair</b></p> <p>Nothing significant to report. Quentin is tracking requirment to find replacement for Paul</p>	<p><b>Governance Chair</b></p>						
11.	<p><b>Communications Update</b></p> <p>Website is up to date. All BoT meetings have been posted including the 2021 Financial Audit.</p>	<p><b>Comms Chair</b></p>						
12.	<p><b>Fundraising Update</b></p> <p>Paul reviewed the attached financial report.</p> <table><tr><td>Net gain ref Marguerite Coins was</td><td>\$1,878.78</td></tr><tr><td>Canada Helps donations as of 15 July</td><td>\$5,902.10</td></tr><tr><td>108<sup>th</sup> Bike Ride Fundraiser as of 21 July</td><td>\$1,545.12</td></tr></table> <p>There were issues with creating the new Race Roster Site. Lesson learned do not duplicate the previous year’s site.</p> <p>Paul commented we need to share our fundraising strategy with Association members. Specifically we should encourage regular donations to Canada Helps. The \$5,900 donated to date is from 12 individuals. We should also encourage Planned Giving.</p>	Net gain ref Marguerite Coins was	\$1,878.78	Canada Helps donations as of 15 July	\$5,902.10	108 <sup>th</sup> Bike Ride Fundraiser as of 21 July	\$1,545.12	<p><b>Fundraising Chair</b></p>
Net gain ref Marguerite Coins was	\$1,878.78							
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108 <sup>th</sup> Bike Ride Fundraiser as of 21 July	\$1,545.12							

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	<p>Dave commented that the work of the Veterans Needs Analysis Team may help raise our profile. He also encouraged Board members to provide input into a fundraising program.</p>	
<p>13.</p>	<p><b>Transformation Team Update</b></p> <p>Jamie commented on the draft letter from the Transformation Team on the next steps forward. Quentin commented that the work of the Needs Analysis be incorporated into the discussions.</p> <p>Paul commented that HGMF BoT should be the lead agency for engaging an outside firm. He also expressed concern that the Foundation website is out of date. The latest Financial Audit on their website is 2018 and despite being invited they did not participate in the HGMF or PPCLI Association AGMs.</p> <p>Dave agreed and the Foundation should provide their share of the funding for the outside firm to the HGMF.</p> <p>Derek asked for clarification about liabilities. Dave clarified that each agency is responsible for their own liabilities and this would not be assumed by others. However obligations with respect to existing trusts would have to be followed.</p> <p>Paul Hale moved the Dave Pentney be authorized to sign the draft letter on behalf to the HGMF. Seconded by Chuck Reece.</p> <p style="text-align: center;"><b>Carried</b></p>	<p><b>Transformation Reps</b></p>
<p>14.</p>	<p><b>Open Forum</b></p> <p>Dave advised that when BGen JA del Lalanne, CBE, MC, ED passed away in 1988 he had left a bequest in his will. Specifically \$25,000 given to his son which would be transferred to the HGMF on his death. There are no strings on the funds and they will be added to the bank account.</p>	

15.	<b>Next Meetings</b> 27 October 2022 at 1700 MDT.	<b>Chair</b>
16.	<b>Adjournment:</b> There being no further business or objections the meeting was adjourned at 1752 (MST) hours on a motion by: Paul Hale	

*Paul Hale*

Prepared by:  
Paul Hale  
HGMF Secretary  
23 July 2022

Approved by:  
Dave Pentney  
HGMF Chair  
23 July 2022

## **FINANCE COMMITTEE REPORT**

**30 June 2022**

### Hamilton Gault Memorial Fund (HGMF)

A summary of the HGMF portfolio performance for 2022 to date is as follows:

2022 Opening Balance	\$1,027,854
First Quarter	\$978,499
Second Quarter	\$877,478

Through to the end of the second quarter of 2022 the value of the portfolio decreased by \$150,376 or – 14.63%.

The Russian invasion of Ukraine, increased petroleum prices and rising inflation have caused markets to lose ground through the first half of the year.

Dave Pentney  
Finance Chair

# Hamilton Gault Memorial Fund

## Balance Sheet As at 30 Jun, 2022

### ASSET

#### Current Assets

Cash	57,242.74	
Investment - Mutual Funds	877,475.85	
GST Rebate Receivable	<u>857.48</u>	
Total Current Assets		<u>935,576.07</u>

<b>Total Assets</b>		<u>935,576.07</u>
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<b>TOTAL ASSET</b>	<u>935,576.07</u>
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### LIABILITY

#### Current Liabilities

GST Paid on Purchases	<u>-300.00</u>
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<b>Current Liabilities total</b>	<u>-300.00</u>
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#### Liabilities

St Bartholomews Project	<u>13,590.00</u>
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<b>Total Liabilities</b>	<u>13,590.00</u>
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<b>TOTAL LIABILITY</b>	<u>13,290.00</u>
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### EQUITY

#### Retained Earnings

Fund Balance	1,065,507.16
Current Earnings	<u>-143,221.09</u>

<b>Total Retained Earnings</b>	<u>922,286.07</u>
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<b>TOTAL EQUITY</b>	<u>922,286.07</u>
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<b>LIABILITIES AND EQUITY</b>	<u>935,576.07</u>
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# Hamilton Gault Memorial Fund

## Income Statement 01 Jan, 2022 to 30 Jun, 2022

### REVENUE

#### Revenue

Donations - Tax Receipted	1,457.50
Donations - Non Tax Receipted	6,454.98
Donations -Canada Helps	3,565.00
Donation - United Way	518.11
Donations for Bursaries	2,550.00
Other Revenue	425.78
<b>Total Revenue</b>	<b>14,971.37</b>

**TOTAL REVENUE** 14,971.37

### EXPENSE

#### Expense Accounts

Frezenberg Project	509.71
Veterans Family and support trai...	2,000.00
Fund Raising Expense	433.50
Office	1,196.00
Directors and Officers Insurance	626.00
Cadet Support	2,000.00
Travel	1,000.00
Interest & Bank Charges	49.25
Unrealized Gain/Loss-Marketabl...	150,378.00
<b>Total General &amp; Admin. Expen...</b>	<b>158,192.46</b>

**TOTAL EXPENSE** 158,192.46

**NET INCOME** -143,221.09



## **Veterans and Family Support Needs Analysis**

The primary charitable focus for the Hamilton Gault Memorial Fund has traditionally been Educational Bursaries, support to PPCLI Cadet Corps and Regimental Memorials. In 2019, the Charitable Directorate of CRA approved home modifications and Mental Health Training as new charitable objects for the HGMF.

The HGMF Veterans and Family Support Committee believes that there should be a stronger focus on Veterans and their Families. At the HGMF Annual General Meeting held on 21 April 2022, the Board of Trustees agreed that the Veterans and Families Committee should conduct a needs analysis to identify gaps in what Veterans and their Families felt were needed compared to what programs are currently in place.

In addition, a Regimental Transformation Team has been tasked to determine the best way to combine the HGMF and PPCLI Foundation into a more effective and efficient single charitable entity. They are examining how best to combine the existing charitable objects of both organizations and the PPCLI fund. However, they are not examining the addition of new charitable objects for the proposed organization. A needs analysis would be very useful for the HGMF and assist the Transition Team in shaping charitable objects for a consolidated Regimental Charity.

Accordingly, a small team has been recruited to conduct a needs analysis to identify gaps in support provided based on current and future needs of Veterans and their Families. The Team will provide an initial report to the HGMF in September and a final report with any proposed charitable objects in November 2022.

The members of the Team are:

Team Lead – Donna Campbell

Team Co-Lead – Mike Goodspeed

Chuck Reece – Vice Chair HGMF

Walter Semianiw – Past Director VETS Canada

Jeff Virgo – Medically Released Patricia – Invictus Games participant

Jay Bickerton – Volunteer Patricia Program Coordinator – PPCLI Association

Shawna Bruce – Director and lead trainer MD Bruce and Associates,

Patricia Spouse

Charles Redeker – Calgary Veterans Association Food Bank

The Needs Analysis Team will hold their first meeting on 5 August 2022. It was initially proposed that a survey be designed and administered to interested parties and association groups.

However, Dave Corbould proposed that the Needs Analysis team might consider conducting a series of focus groups to identify gaps and needs of Veterans and their families. The Needs Analysis team will decide which option they prefer.

### **Perceived Gaps**

Inability to support or fundraise for the following

- a. PTSD Service Dogs
- b. Homeless Veterans and Families
- c. Alternate types of therapy such as Equine, Music, Art, VetBuild, Youth Camps, etc..
- d. Assistance with specialized sports or safety equipment
- e. Mental Health Counselling not covered or provided by others
- f. Provision of communication equipment for isolated veterans. (laptop for veteran in hospital)



## **Sydney Frost Battlefield Tour 16 – 31 May 2024**

### **Recce 13 Sep – 2 Oct 2022**

Meet with city officials in Leonforte, Ispica, Ortona (Villa Rogatti), Aquino (Hitler Line) and Osteria Nuova (Gothic Line).

- Coord Memorial Plaques
- Cadet events - Ortona and Hitler Line
- Certain there will be other issues highlighted during the recce

Request HGMF provide up to \$1,000 for a Museum Display

- Possible display at Carabinieri Museum – Ispica
  - Story Boards – Sydney Frost and 2 Cdn Inf Bde
    - In English and Italian \$400?
  - Replica Medals Sydney Frost \$500?

### **Sydney Frost Commemorative Plate** as shown on next page

Request that HGMF provide \$500 to fund the purchase of 5 plates

- Artwork by Robert Curtin \$150
- 5 plates at \$70 each to be presented to Italian officials when we make the ask ref Memorial Dedications.

Karen Storwick and I intend to purchase an additional 17 plates since the company has 22 blank plates and they have been discontinued. These will be given to Battlefield Tour participants as a memento of the 2024 Battlefield Tour. Additional plates will be purchased prior to the tour and the cost for these will be built into the tour fee.



### **CRA approval ref Cadet subsidy**

No response to date from CRA ref permission to raise funds to subsidize PPCLI Cadets. Request was submitted electronically on 25 February 2022. Will follow up with CRA in August.

### **Memorial Plaques**

Email sent to Mike Bechtold requesting status of plaque design with integral maps and air photos as applicable. Work to commence next week.

### **Summary**

Planning is proceeding well. Will have a much better grasp of issues after the Recce in Sep.

## HGMF Fundraising Report – 15 July 2022

No response from CRA ref request to raise funds for PPCLI Cadet Participation in Sydney Frost Battlefield Tour. Will follow up in August.

### **Recommendation**

- Develop a formal fundraising plan with support from PPCLI Association
- Highlight charitable activities over past three years
  - Planned activities for next two years
- Encourage Planned Giving
- Encourage Association Branches to conduct one fundraising event
- Promote scheduled donations on Canada Helps
  - Out of 12 donors, 3 make monthly donations.





MUNROE

JOHN A. "JACK"  
1877 — 1942



"ONCE A PATRICIA,  
ALWAYS A PATRICIA"



## **PPCLI FOUNDATION AND HAMILTON GAULT MEMORIAL FUND LETTER OF AGREEMENT**

The PPCLI Foundation (Foundation) and the Hamilton Gault Memorial Fund (HGMF) agree to undertake the detailed planning and analysis to determine how to combine the two charities to increase the efficiency and effectiveness of the Regiment's charitable activities.

Both charities work towards the objectives of Princess Patricia's Canadian Light Infantry's Regimental Strategy by providing support to the Regiment and members of the Regimental Family while perpetuating the unique culture, history, and heritage of the PPCLI. The Foundation and the HGMF do so through charitable activities in accordance with Canada Revenue Agency (CRA) policy, regulations and approved charitable objects that overlap.

Both the PPCLI Foundation and the HGMF recognize the work of the PPCLI Ways and Means Team and the PPCLI Transformation Team to recommend more efficient and effective means of achieving common goals alongside the Serving Component of the PPCLI, the Patricia Fund and the PPCLI Association.

There is a desire to support the Regiment's charitable needs more effectively in a phased approach recommended by the Transformation Team. The first phase is to combine the HGMF and Foundation into one charitable organization in accordance with CRA rules through director/trustee engagement.

Both the signatories below confirm that they have the full support of their boards to engage in the terms set out below.

Recognizing that the end result of this process may result in recommendation for the amalgamation, merging, consolidating, or replacing of the Foundation and/or the HGMF, the Presidents of the Foundation and the HGMF agree to conditions set forth in this letter which articulates the authority, roles and responsibilities, and timelines to facilitate a process to combine the two organizations into one. Both organizations agree to the following roles and responsibilities:

- Establish a group to review objectives, review options, contract an accounting firm to ascertain the best of those options and make a final recommendation to the PPCLI Foundation and the HGMF for combining their organization;
- Use Transformation Team representatives to initiate the work and appoint other representatives from their directors/trustees as required;
- Engage CRA for guidance per their policy;
- Work collaboratively in a spirit of transparency and honesty;
- Build on the analysis of the Ways Team and Transformation Team;

- Working with the Transformation Team, engage stakeholders (including the Regiment, Association, For the Soldier Institute, First in the Field Board, etc.) by mutual agreement;
- Remain focused on supporting the Regiment and recognize that as part of this process charitable objects would be reviewed, and changes would be recommended to the boards of the Foundation and HGMF before finalization;
- Ensure that the combined charity supports current programs and practices and review objectives in a manner that allows for the continuation of those programs and activities;
- Share mutually agreed upon expenses split 50% - 50% each, to hire an accounting firm with expertise in CRA registered charities to ensure GAA principles, CRA regulations and best practices are observed. The boards will be briefed on the detailed cost estimate before the contract is finalized;
- As the Transformation Team does not have contracting authority, both organizations accept that one of the two existing organizations (Foundation or HGMF) will take the lead for contracting an appropriate accounting firm based on a recommendation from the Transformation Team. The other organization will transfer funds to the lead organization to cover the costs as agreed above.
- Direct that the team reports to both boards with a status update within 90 days and every 90 days thereafter until completion; and
- Set a task completion date of one year from the date of signature for the team to return with a completed process and a recommendation that results in the combining of the two organizations ready for approval by the boards of the Foundation and the HGMF which sets out a way forward meeting CRA regulations and the intent of this agreement.

Conflicts of interest, confidential information, and resolution of disputes to be dealt with respectfully following CRA rules and prescribed practices.

The terms of this letter may be amended or terminated with the mutual consent of both organization presidents or their representatives in their absence.

This agreement is signed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

<i>D. Michael Day President On behalf of the PPCLI Foundation</i>	<i>Dave Pentney President On behalf of the HGMF</i>
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