

PITTSBURGH COMMUNITY BENEFIT FUND

Minutes from the Board of Director's Meeting February 21, 2018

Present:

Jean Cooper, Chair	Amanda Milliken, Vice Chair
Colleen Emmerson, Treasurer	Rhonda Evans (Doyle), Secretary
Rodger Compton	Clyde Smith
Darrell Townsend	
Ryan Boehme, Councillor	Gary Oosterhof, Councillor
Dawn Ellis-Thornton (recorder)	

Regrets:

George Sutherland	Steve van Wynsberghe
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Guests:

KPMG Auditors - Katie Mahon
Holy Name Catholic School - Mark Sonneman
St Mark's Anglican Church – Duncan McDowell, Father Haynes Hubbard,
Paul Yaxley, Peter Burpee, Alison Lines

1. The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 6:57 pm on Monday February 21, 2018 at Holy Name Catholic School, by Chair Jean Cooper.

2. **Proof of Notice**

Notice was provided to Directors per the Bylaws.

3. **Pecuniary Interests/Conflict of Interest**

None reported.

4. **Approval of Agenda**

Moved (Colleen Emmerson) /Seconded (Clyde Smith)/CARRIED

That the agenda be approved as amended.

Resolution 2018/04

5. **Presentation by KPMG**

Katie Mahon presented the draft 2017 Financial Statements for the PCBF Board. It was noted that the Fund realized it's best year in the last five years with a return of over 5%. Two points were raised: a refund for \$571 that was expected from one of the grants was not deposited and will be written off, and the \$40,000 grant that was conditionally approved for a new playground at Joyceville Public School will be rescinded. The approval was given on the condition that the school submit quotes for the project, which was not met. The school will be encouraged to re-apply in the future.

Moved (Ryan Boehme) /Seconded (Amanda Milliken)/CARRIED

That the \$40,000 grant for playground equipment at Joyceville Public School be rescinded.

Moved (Ryan Boehme)/Seconded (Clyde Smith)/CARRIED

That the draft 2018 financial statements of the PCBF be approved for submission to Members at the Annual General Meeting.

Resolution 2018/05

6. Presentation by Grant Applicants

Representatives from each of the grant applications made brief presentations to the Board and answered questions:

Holy Name Catholic School tower garden, presented by Mark Sonneman. The application includes maintenance and upkeep fees and the school will raise one-third of the funds.

St Mark's Anglican Church tower rehabilitation, presented by Duncan McDowell, Father Haynes Hubbard, Paul Yaxley, Peter Burpee, Alison Lines. The Board questioned if the Church has fundraising provisions outside of the PCBF for contingencies in case the scope of the project exceeds the amount the Board would fund.

St Martha's Catholic School Active Arts Community, presented by Diane LaFortune.

Kingston East Business Association Party in the Park, presented by Alana and Nick Todd.

7. Approval of Minutes

Moved (Rodger Compton)/Seconded (Ryan Boehme)/CARRIED

That the minutes of the Board meeting of January 15, 2018 be approved.

Resolution 2018/06

8. Business Arising From Minutes

None.

9. Board Discussion and Approval of Project Grants

Moved (Gary Oosterhof)/Seconded (Rodger Compton)/CARRIED

That the PCBF Board approve \$2,000 funding to the Army Navy Air Force Veterans Association for the purchase of a Defibrillator.

Resolution 2018/07

Moved (Rhonda Evans Doyle)/Seconded (Gary Oosterhof)/CARRIED

That the PCBF Board decline the Holy Name Catholic School tower garden project.

Resolution 2018/08

Moved (Rhonda Evans Doyle)/Seconded (Gary Oosterhof)/CARRIED

That the PCBF Board decline the LaSalle Secondary School Makerspace project.

Resolution 2018/09

Moved (Rhonda Evans Doyle)/Seconded (Gary Oosterhof)/CARRIED

That the PCBF Board decline the St Martha's Catholic School active arts community project.

Resolution 2018/09

Moved (Rhonda Evans Doyle)/Seconded (Gary Oosterhof)/CARRIED

That the PCBF Board discuss the applications received from schools this year.

Resolution 2018/10

The Board discussed the history of awarding grants to area schools over the years and the 2018 direction to fund large community projects. It will be communicated to schools the reasons why their applications were not approved, including the requirement to demonstrate how they are pursuing other fundraising opportunities.

Moved (Ryan Boehme)/Seconded (Amanda Milliken)/CARRIED

That the Pittsburgh Community Benefit Fund (PCBF) approve granting the City of Kingston \$300,000 towards a splash pad at the new Community Centre under the following conditions: the grant is payable in equal payments phased over five years starting in 2018; the PCBF be apprised of the construction progress; and the PCBF be permitted to hold up to fifteen (15) meetings a year in the new community centre at no charge.

Resolution 2018/11

Moved (Clyde Smith)/Seconded (Rhonda Evans Doyle)/CARRIED

That the PCBF Board approve \$100,000 funding of the St Mark's Anglican Church tower rehabilitation project.

Resolution 2018/12

Moved (Ryan Boehme)/Seconded (Rodger Compton)/CARRIED

That the PCBF Board approve the additional funding request for the City of Kingston Sheep Dog Trials for a two-year term.
Amanda Milliken abstained from voting on this motion.

Resolution 2018/13

Moved (Clyde Smith)/Seconded (Rhonda Evans Doyle)/CARRIED

That the PCBF Board decline the Kingston East Business Association Breakfast project.

Resolution 2018/14

Moved (Rhonda Evans Doyle)/Seconded (Darrell Townsend)/CARRIED

That the PCBF Board approve \$4,500 funding of the Kingston East Business Association Party in the Park.

Resolution 2018/15

10. **Preparations for Annual General Meeting**

- Jean will approach St Mark's Anglican Church about hosting the Annual General Meeting

- The date for the meeting will be April 26th with an alternative date of April 30
- The Nominations Committee will include Jean Cooper, Ryan Boehme and Colleen Emmerson

10. Reports

10.1 Chair - Jean Cooper

Nothing to report

10.2 Secretary – Rhonda Evans (Doyle)

Nothing to report

10.3 Treasurer - Colleen Emmerson

Colleen reported that she reviewed the Board insurance coverage with McDougall Insurance and removed any unnecessary coverage, thereby saving almost \$1,500.

Moved (Colleen Emmerson)/Seconded (Gary Oosterhof)/CARRIED

That the following invoices be approved for payment:

Dawn Ellis-Thornton – administrative services	\$527
Veridian – web hosting	\$263.76
McDougall Insurance – Board insurance	\$6,558.84
	Resolution 2018/16

10.4 Investment Committee – George Sutherland

Nothing to report

10.5 Projects Chair – Amanda Milliken

Previously discussed

10.6 Scholarship Committee – Rhonda Evans (Doyle)

Scholarship applications have been posted on the website.

10.7 Grass Creek Park

11. New Business

No new business reported.

12. Next Meeting will be scheduled for Monday March 19, 2018, 7 pm at Holy Name Catholic School

13. Meeting Conclusion

The meeting concluded at 9:03 p.m.

Jean Cooper – Chair

Dawn Ellis-Thornton, Recording