

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
February 22, 2016**

Present:

Jean Cooper, Chair	Amanda Milliken, Vice Chair
Colleen Emmerson, Treasurer	Darlene Greenlees, Secretary
Rhonda Evans (Doyle)	Colin Youngman
Ryan Boehme, Councillor	Dawn Ellis-Thornton (recorder)

Regrets:

Jeff McEwen	Richard Moller
Richard Allen, Councillor	

Guests:

Rebecca Prophet, auditor, KPMG
Presenters from:
St John's Presbyterian Church
Real Me (Not Media Me)
H2O Project
Holy Name Parish
Holy Name Catholic School
Frontenac County Schools Museum
Kingston United Soccer Club
LaSalle Secondary School

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:02 pm on Monday, February 22 , 2016 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

"Correspondence Protocols" will be added to New Business.

**Moved (Colin Youngman) /Seconded (Rhonda Evans (Doyle))/CARRIED
That the agenda be approved as amended.**

Resolution 2016/04

5. Presentations:

Eight (8) groups attended the Board meeting to make presentations for 2016 funding requests, and responded to Board questions.

- St John's Presbyterian Church, stackable chairs
Presented by Gary Bullock, Reverend Marian Raynard
- Real Me (Not Media Me), lending kits to encourage empowerment, self-esteem, diversity and inclusion
Presented by Beth Pye
- H2O Project, Femme et Verre, cultural project
Presented by Aurora Dokken
- Holy Name Parish, Church Roof Repairs
Presented by Pat Stenson
The Parish advised they are putting the project out to tender; the Board requested this group get back with the actual funding request after quotes have been received.
- Holy Name Catholic School, Building Community (turning library space into a community learning area)
Presented by Mark Sonnemann
- Frontenac County School Museum, sustainability
Presented by Meikle Turner
- Kingston United Soccer Club, support for equipment, skills development
Presented by Tim Scott and Estelle Nicholls
- LaSalle Secondary 50th Reunion, award banners, display cases and No Barriers Bursary
Presented by Talya McKenna, Principal

6. Auditor's Report and 2015 Draft Financial Statements

Rebecca Prophet, auditor from KPMG, presented the 2015 draft financial statements and reported that it was a clean, straight forward audit with no real changes, nothing to report about mis-statements and no risks identified. The Financial Statements will be finalized and Rebecca will attend the Annual General Meeting to present.

Moved (Amanda Milliken)/Seconded (Colin Youngman)/CARRIED

That the Board approve the 2015 Financial Statements as presented.

Resolution 2016/05

7. Approval of Minutes

Moved (Colin Youngman)/Seconded (Darlene Greenlees)/CARRIED

That the minutes of the Board meeting of January 25 , 2016 be approved.

Resolution 2016/06

8. **Business Arising From Minutes**

Item 9.3 - Payment to Kingston On-Line Services for website hosting. Dawn Ellis-Thornton reported that there were complications with setting up the new website through KOS so that payment for \$67.80 has been withdrawn and the cheque voided. The Board discussed the importance of revitalizing the website and for ensuring it is developed in such a way that is easily updated and searchable. Quotes will be obtained from website development companies to create the new site in time to post the relevant information for the Annual General Meeting

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

That the Board commit up to \$2,500 for the design and development of a new website for the PCBF.

Resolution 2016/07

8. **Preparations for Annual General Meeting (AGM) - Wednesday April 27, 2016**

- o St Martha's Catholic School has been confirmed as the location.
- o Digi-Graphics has been selected again to prepare and mail the Annual Report

Moved (Colin Youngman)/Seconded (Amanda Milliken)/CARRIED

That the Board approve a payment of \$1,329.45 to Trico Evolution for the pre-paid postage for the Annual Report.

Resolution 2016/08

Moved (Rhonda Evans (Doyle)/Seconded (Colin Youngman)/CARRIED

That the Board pre-authorize the payment of \$1,008 + tax to Digi-Graphics for the printing of 6500 copies of the Annual Report, to be paid once invoice has been received.

Resolution 2016/09

Dawn Ellis-Thornton to contact LaSalle Secondary School and request they advertise the AGM on their digital sign. The meeting will also be advertised on the Greenwood Park Community Group and Pittsburgh District Group on Facebook.

9. **Project Committee Recommendations**

The Board had a lengthy discussion on balancing the need to support community projects with maintaining the core fund. It has been a Board practice to only spend the interest and recapitalize for inflation, but this has not been possible in recent years due to the economy.

On behalf of Jeff McEwen, Projects Chair, Jean Cooper provided a summary of the Project Committee's recommendations:

Holy Name Catholic School - The Projects Committee recommended awarding \$10,154.16 for the Building Community project. *The Board concurred.*

LaSalle Secondary 50th Reunion: The Projects Committee recommended awarding \$15,000 for the award banners and display cases, but decline the request for the No Barriers Bursary. *The Board concurred.*

Frontenac County School Museum -The Projects Committee recommended declining this multi-year request as the funds would be used to allow the museum to become self-sustaining. *The Board concurred.*

The Board discussed this application in length and agreed that they would like to hear more about this project after the museum negotiates the rent with the City. The Board was also concerned that while the current museum has a five year plan, the dedicated volunteers who are behind the application may not be involved in five years.

Holy Name Steel Roof - The Projects Committee recommended that the Church be asked to bring back three quotes and the Board will revisit the application. *The Board concurred.*

Kingston United Soccer Club - The Projects Committee recommended awarding \$3,000 for new equipment and coach development. *The Board concurred.*

"Real Me" (Not Media Me) Project - The Projects Committee recommended awarding \$4,500 to develop self-awareness kits that could be borrowed by school and youth groups. *The Board concurred.*

H2O Project: Femme et Verre - The Projects Committee recommended declining this project as it had limited benefit to the community. *The Board concurred.*

St John's Presbyterian Church - The Projects Committee recommended awarding \$10,000 for the purchase of stackable chairs. *The Board concurred.*

9. Reports

9.1 Chair - Jean Cooper

Correspondence has been received from Upper Canada Insurance advising that they have merged with McDougall Insurance Group. This will not affect the Board's insurance policy.

9.2 Secretary – Darlene Greenlees

Nothing to report.

9.3 Treasurer - Colleen Emmerson

Moved (Amanda Milliken)/Seconded (Colin Youngman)/CARRIED
That the following invoice be approved for payment:

Dawn Ellis-Thornton for administrative services

\$390.00

Resolution 2016/10

9.4 **Investment Committee – Colin Youngman**

Colin Youngman advised that the Fund was down 3.45% in the past month, and that the Committee's next meeting will be held on March 23rd, 5:30 pm at CIBC Wood Gundy's offices.

9.5 **Projects Chair – Jeff McEwen**

Previously addressed.

9.6 **Scholarship Committee – Darlene Greenlees**

The scholarship applications have been emailed to the guidance counselors at the relevant local high schools.

9.7 **Grass Creek Park**

Ryan Boehme provided a brief update on his and Richard Allen's activities regarding upgrades to Grass Creek Park. It was recommended that Jean Cooper and Amanda Milliken meet with the City to discuss options and it was further recommended that Members be brought up to speed on this initiative at the Annual General Meeting.

10. **New Business**

Correspondence Protocols - Directors were reminded to bring any correspondence to the Board for discussion before responding on behalf of the Board.

11. **Next Meeting** will be scheduled for Monday, March 22, 2016, location to be determined.

12. **Meeting Conclusion**

The meeting concluded at 9:28 p.m.

Jean Cooper – Chair

Dawn Ellis-Thornton, Recording