

**PITTSBURGH COMMUNITY BENEFIT FUND**

**Minutes from the Board of Director's Meeting  
February 23, 2015**

**Present:**

Jean Cooper, Chair	Amanda Milliken, Vice Chair
John Uliana, Treasurer	Darlene Greenlees, Secretary
Joyce MacLeod-Kane	Jeff McEwen
Gary Shultz	Colin Youngman
Dawn Ellis-Thornton (recorder)	

**Regrets:**

Richard Moller	
Richard Allen, Councillor	Ryan Boehme, Councillor

**Presenting Groups:**

Holy Name Catholic School	St Mark's Anglican Church
LaSalle Secondary Robotics	St John's Presbyterian Church
1st Joyceville Scouts	St Barnaby's Catholic Church - Cemetery
Frontenac Schools Museum	Sand Hill Presbyterian Church
St Barnaby's Church - Windows	Kingston Scottish Festival
LaSalle Secondary Reunion	LaSalle Secondary Athletics
Pittsburgh Softball Association	LaSalle Secondary Trip to Nicaragua

**1. Call to Order**

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 6:37 pm on Monday February 23, 2015 at the Pittsburgh Township Library, by Chair Jean Cooper. Welcome to presenters and guests.

**2. Proof of Notice**

Notice was provided to Directors per the Bylaws.

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

Joyce MacLeod Kane declared a pecuniary interest for St John's Presbyterian Church as she is a member of that church and gives financially on a regular basis and LaSalle Gym project as she is an employee of the Limestone District School Board and works under the umbrella of Facility Services.

**4. Approval of Agenda**

**Moved( John Uliana ) /Seconded ( Colin Youngman )/CARRIED  
That the agenda be approved as distributed.**

**Resolution 2015/07**

Jeff McEwen arrived 6:40 p.m.

5. **Presentations**

The following groups made a brief presentation outlining their project submissions, and fielded questions from the Board.

- Holy Name Catholic School - Danny Finn, Rhonda Evans, Dianne LaFortune
- St Marks Anglican - Mike Elkins, Father Haynes Hubbard
- LaSalle Robotics - Jennifer McCann , Jacob Black
  
- St John's Presbyterian Church - Bruce Higgs, Gary Bullock, Rev Marian Raynard

*Joyce MacLeod-Kane left the meeting during this presentation due to a declared pecuniary interest.*

- 1st Joyceville Scouts - Robin Nuttall, Sam Nuttall

Amanda Milliken arrived at 7:09 p.m.

- St Barnaby's Catholic Church Cemetery - Luke McEachnie, Tom Mangan
- Frontenac Schools Museum - Jim Reynolds and Carol Rogers
- Sand Hill Presbyterian Church - Anne Levac, Sam Nuttall, Rev Marian Raynard
- St Barnaby's Catholic Church Windows and Roof Repairs - Steve van Wynsberghe, Cathy Gordon
- Kingston Scottish Festival- Scott and Carol Anne Bell
- LaSalle Secondary School Re-union - Don Goodrich
- LaSalle Secondary School Gymnasium of Dreams - Reuben Brunet

*Joyce MacLeod-Kane left the meeting during this presentation due to a declared pecuniary interest.*

- Pittsburgh Softball Association - Tammy Burns, Carl Preston
- LaSalle Secondary School Interact Trip to Nicaragua - Students Camille Pearson, Annie King and Finn Wood Westenberg.

6. **Approval of Minutes**

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

**That** the minutes of the Board meeting of January 19, 2015 be approved as written.

**Resolution 2015/08**

7. **Projects**

**Moved ( Joyce MacLeod-Kane )/Seconded ( Jeff McEwen )/CARRIED**

**That** the Board accept the two projects received after the January 30th deadline.

**Resolution 2015/09**

As there was new information brought to light during the presentations and ensuring Q+A's, it was recommended that in future years, the presentations be made to the Board of Directors prior to the Projects Committee meeting.

The pre-committed projects include the third (of four) payments for LaSalle Secondary Digital Sign, second (of three) payments to Holy Name Catholic School for Playground for All, second (of three) payments to St Martha's Catholic School for Outdoor Classroom plus the approved annual payments to the Kingston Sheep Dog Trials, Joyceville Women's Institute, South Pittsburgh Community and Maintenance of the Barriefield Rock Garden.

Each of the applications were discussed individually, with Board recommendations as follows:

**1st Joyceville Scouts**

Moved (Jeff McEwen)/ Seconded (Colin Youngman)/CARRIED

That the Board approves funding the purchase of tents, stove, propane tanks and registration fees. [\$5,740]

**Resolution 2015/10**

**Frontenac County School Museum**

Moved (Amanda Milliken)/ Seconded (John Uliana)/CARRIED

That the Board approves funding the purchase of technology items: laptop, printer, projector, tripod screen, software, set-up and 2-year warranty. [\$2,635]

**Resolution 2015/11**

**Let's Read**

Moved (Joyce Macleod-Kane)/Seconded (John Uliana)/CARRIED

That the Board declines this project.

**Resolution 2015/12**

**Kingston Scottish Festival**

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

That the Board approves funding the full amount of this project. [\$5,000]

**Resolution 2015/13**

**Kingston Soccer Club**

Moved (John Uliana)/Seconded (Joyce MacLeod-Kane)/CARRIED

That the Board declines this project as it is not their mandate to fund employees.

**Resolution 2015/14**

**Pittsburgh Softball Association**

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

That the Board approves funding this project for \$2,000 per year for the next four years. [\$8,000 total]

**Resolution 2015/15**

**St Barnaby's Catholic Church**

Moved (John Uliana)/Seconded (Joyce MacLeod-Kane)/CARRIED  
That the Board funds this project for \$27,000 per year phased over two years [\$54,000 total]

**Resolution 2015/16**

**St Mark's Anglican Church**

Moved (Joyce MacLeod-Kane)/Seconded (John Uliana)/CARRIED  
That the Board funds this project for \$28,930 per year phased over two years [\$57,860 total]

**Resolution 2015/17**

**St John's Presbyterian Church**

*Joyce MacLeod-Kane left the meeting during this discussion and motion due to a declared conflict of interest.*

Moved (Amanda Milliken)/Seconded (John Uliana)/CARRIED  
That the Board approves funding this project for the full amount. [\$7,244.12]

**Resolution 2015/18**

**Sand Hill Presbyterian Church**

Moved (Darlene Greenlees)/Seconded (Amanda Milliken)/CARRIED  
That the Board funds this project for \$20,000 per year phased over two years [\$40,000 total]

**Resolution 2015/19**

**Holy Name Catholic School**

After discussion, the Board declined this project.

**LaSalle Secondary School Robotics**

Moved (Amanda Milliken)/Seconded (John Uliana)/CARRIED  
That the Board approves funding the project for the full amount. [\$1,808]

**Resolution 2015/20**

**LaSalle Secondary School Gymnasium of Dreams**

*Joyce MacLeod-Kane left the meeting during this discussion and motion due to a declared conflict of interest.*

Moved (Amanda Milliken)/Seconded (Jeff McEwen)/CARRIED  
That the Board approves funding this project for \$24,475 per year phased over two years. [\$48,950 total]

**Resolution 2015/21**

**LaSalle Secondary School 50th Reunion**

Moved (John Uliana)/Seconded (Joyce MacLeod-Kane)/CARRIED  
That the Board declines this project.

**Resolution 2015/22**

**St Martha's Catholic School**

Moved (Amanda Milliken)/Seconded (Colin Youngman)/CARRIED  
That the Board approves funding this project for the full amount. [\$13,796.13]

**Resolution 2015/23**

**St Barnaby's Catholic Church Cemetery**

Moved (Jeff McEwen)/Seconded (Colin Youngman)/DEFEATED  
That the Board moves to fund this project with a one-time payment of \$25,000.

**Resolution 2015/24**

**LaSalle Secondary Interact Volunteer Trip to Nicaragua**

Moved (John Uliana)/Seconded (Jeff McEwen)/CARRIED  
That the Board approves funding this project for the full amount. [\$4,500].

**Resolution 2015/25**

8. **Business Arising From Minutes**

There was no business arising from the Minutes.

9. **John Machin Soccer Fields**

The City of Kingston has advised that the official opening ceremonies for the soccer fields will be held on Saturday May 9th. More information to follow.

10. **Board Insurance Coverage**

The Board's insurance provider, Frank Cowan Insurance, has inquired if the Board would like to increase their coverage from \$5M.

**Moved (John Uliana)/Seconded (Colin Youngman)/CARRIED**

That the current liability insurance is sufficient for the Board's needs.

**Resolution 2015/26**

11. **2015 Board Expenditure Budget**

Pursuant to a question from the Auditors if the Board prepares an annual budget, John Uliana recommended that a budget of fixed costs and committed grants be tabled annually. A draft budget was reviewed by the Board and will be finalized by the Treasurer.

**Moved (John Uliana)/Seconded (Joyce MacLeod-Kane)/CARRIED**

**That** the Board approve the draft budget in theory, and revise based on this evening's decisions.

**Resolution 2015/27**

John Uliana advised that the City of Kingston has finally invoiced for the final payment for the soccer fields in the amount of \$73,400. This expenditure will be drawn against the TD account, which will then have a balance of approximately \$14,000. This account will be closed as soon as it has a zero balance.

12. **Correspondence Received from Kingston Police Re: Capital Assets**

This item has been tabled to the next meeting due to additional information that has just been received.

13. **Preparations for 2015 Annual General Meeting**

- The date is confirmed for Wednesday April 29, 7 pm at Holy Name Catholic School
- The Nomination and Proxy forms were approved by the Board at this meeting
- The printing deadline for the annual report is March 17th
- Invitations: Colin Youngman to invite Marc Leblanc, John Uliana to invite KPMG and Jean Cooper to invite Eric Bennett

14. **Reports**

14.1 **Chair - Jean Cooper**

Nothing additional to report.

14.2 **Secretary – Darlene Greenlees**

Nothing to report

14.3 **Treasurer - John Uliana**

The Treasurer reported the following payments:

<b>\$128.99</b>	Dawn Ellis-Thornton - reimbursement for credit card payment for annual website renewal
<b>\$560</b>	Dawn Ellis-Thornton for administrative services

The Terms and Conditions for the projects will be revised to include an acknowledgement by the grantee that they are aware that cost over-runs, under-estimates or other errors affecting the funding request are the sole responsibility of the grantee.

**Moved (John Uliana)/Seconded (Joyce MacLeod-Kane)/CARRIED**

That the contract between the PCBF and grantee be amended accordingly.

**Resolution 2015/28**

14.4 **Investment Committee – Colin Youngman**

Colin Youngman reported on the Investment Committee Meeting held on February 18, attended by all Committee members with the exception of Richard Moller. The Fund made an 8.7% net improvement last year.

14.5 **Projects Chair – Gary Shultz**  
The Project Contracts will be issued per tonight's decisions.

14.6 **Scholarship Committee – Darlene Greenlees**

**Moved (Darlene Greenlees)/(Seconded (Colin Youngman)/CARRIED**  
That the St Lawrence College Gift Agreement be accepted and signed .

**Resolution 2015/29**

The deadline for the high school scholarship application has been moved to April 30th to allow more time for applicants. The revised application approved at this meeting will be posted on the PCBF website.

**Moved (Colin Youngman)/Seconded (Joyce MacLeod-Kane)/CARRIED**  
That the wording on the scholarship application criteria be changed from "athletics" to "extra-curricular"

**Resolution 2015/30**

**Moved (Jeff McEwen)/Seconded (Jean Cooper)/CARRIED**  
That the scholarship application be amended to include a statement that students entering the Trades or Apprenticeships are encouraged to apply.

**Resolution 2015/31**

14.7 **Grass Creek Park**  
Nothing to report.

15. **New Business/Other Board Business**  
No New/Other Board Business

16. **Next Meeting** will be scheduled for Monday, March 9th, 2015.

17. **Meeting Conclusion**  
The meeting concluded at 9:58 p.m.

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Jean Cooper – Chair

Prepared by  
Dawn Ellis-Thornton