

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
FEBRUARY 25, 2013**

Present:

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

Regrets:

Brian Reitzel, Councillor	Jeff Scott, Councillor
---------------------------	------------------------

Also in attendance:

Holy Name School:

Danny Finn, Diana Lafortune, Rhonda Doyle

LaSalle Secondary School

Talia McKenna, Gary Grier

LaSalle Links Interact Volunteer Service Project

Laurie Labrie, Josh Travers, Danica St. Denis, Devon Labrie

Pittsburgh Community Garden Project

Melanie Kerr, Mike Nuttall

Pittsburgh Softball Association

Colleen Emmerson, Paul Cregg, Sue Kellman, Tammy Sharp

St Barnaby's Catholic Church

Cathy Gordon, Noreen Norwood, Bob Creighton, Clem Normand

St John's Presbyterian Church

Bruce Higgs, Reverend Marian Raynard, Gary Bullock,

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:00 pm on Monday, February 25, 2013 at the Pittsburgh Township Library, by Chair Jean Cooper. The Chair welcomed the groups who were in attendance to make proposal presentations.

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 (Richard Moller)/Seconded (Darlene Greenlees)/CARRIED

That the agenda be approved as distributed.

Resolution 2013/05

5. **Presentations For Funding Requests:**

Seven (7) groups attended the Board meeting to make presentations for 2013 funding requests, and responded to Board questions.

- **LaSalle Links Interact Volunteer Service Project to Nicaragua** – presented by Josh Travers and Danica St Denis.
- **St. Barnaby's Catholic Church, Stained Glass Window Restoration** – presented by Cathy Gordon and Bob Creighton.
- **LaSalle Secondary School, electronic sign and memorial garden** – presented by Talya McKenna and Gary Grier.
- **Pittsburgh Softball Association, uniform and equipment replacement** – presented by Colleen Emmerson, Paul Cregg.
- **St John's Presbyterian Church, repairs to masonry tower** – presented by Bruce Higgs.
- **Holy Name School, outdoor classroom and classroom computers (2 projects)**– presented by Dan Finn, Diana Lafortune and Rhonda Doyle
- **Pittsburgh Community Garden Association, establishment of second community garden** - presented by Melanie Kerr

Presenters were advised that confirmations will be forthcoming. Decisions were not expected to be made this evening, and some requests may need to go back to Projects Committee for further discussion.

6. **Projects Update - Gary Shultz, Projects Committee Chair**

The Board discussed the projects while they were fresh in their mind. Gary Shultz reported that the Projects Committee met on February 21, 2013 to review all projects received to date. The pre-existing projects, including the fourth installment of the soccer fields, the second payment to Holy Name of Jesus Church for the stained glass window restoration, second payment to Ecole Sir John A Macdonald Public School for playground equipment, Sheep Dog Trials, Joyceville Women's Institute and Maintenance of the Barriefield Rock Garden, represent a total investment of \$186,262.

The funding commitment of \$50,000 to St. Lawrence College that was approved by Membership at the 2011 Annual General Meeting was conditional on the college receiving matching funds from the Province of Ontario. The Treasurer, Richard Moller, advised that the Province has withdrawn its participation in this program, therefore the PCBF will cancel their funding commitment. Members will be advised of this resolution in the Annual Report.

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

1. **Barriefield Village 200th Anniversary Filming Project.** The Board recommended to decline this application.
2. **Holy Name School Outdoor Classroom** – The Board recommended to approve this application as requested. [\$14,000]
3. **Holy Name School Classroom Computers** – The Board recommended to approve this application at 50% .[\$15,000]
4. **LaSalle Secondary School Electronic Sign and Memorial Garden** – The Board recommended to approve this application as requested, phased on over 4 years. [\$15,000 per year x 4 years]
5. **LaSalle Links Interact Volunteer Project to Nicaragua** – The Board recommended to approve this application at \$5,000 for travel for students who reside in the former Pittsburgh Township.

6. **Pittsburgh Community Garden Project** – The Board recommended to approve this application at 50%. [\$2115]
7. **Pittsburgh Softball Association uniform replacement project** – The Board recommended to approve this application as requested. [\$5,000]
8. **St. Barnaby's Church Stained Glass Window Restoration project** – the Board recommended to approve this application at 100%, phased over 2 years. [\$15,000 per year x 2 years]
9. **St. John's Presbyterian Church repairs to masonry tower project** – the Board recommended to approve this application at 100%, phased over 2 years. [\$20,500 per year x 2 years]

Moved (Gary Shultz)/Seconded (Richard Moller)/CARRIED

That the 2013 Project Applications be approved as per the above-noted Board recommendations.

7. **Approval of Minutes - Monday, January 17, 2013**

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

That the minutes be adopted as written.

Resolution 2013/06

8. **Business Arising From Minutes**

There was no new business arising from the Minutes.

9. **Reports**

9.1 **Chair – Jean Cooper**

Nothing additional to report.

9.2 **Secretary – Darlene Greenlees**

Nothing to report.

9.3 **Treasurer – Richard Moller**

The Treasurer reported that the following cheques were issued prior to the meeting, per the Standing Authorities.

- \$124,450 to Ecole Sir John A Macdonald Public School for the first installment of their approved grant; and
- \$158.40 to Canada Post for the annual post office box rental

Moved (Richard Moller)/Seconded (Jean Cooper)/CARRIED

That the Board approve payment of \$7,865.64 to Upper Canada Commercial Insurance Group for Board insurance.

Resolution 2013/07

Moved (Richard Moller)/Seconded (Joyce MacLeod-Kane)/CARRIED

That the Board approve payment of \$576.96 to Dawn Ellis-Thornton for administrative services.

Resolution 2013/08

Moved (Richard Moller)/Seconded (Darlene Greenlees)/CARRIED

That the Board approve payment of \$1,058.76 to DigiGraphics for unaddressed admail postage for the Annual Report.

Resolution 2013/09

Moved (Richard Moller)/Seconded (Jean Cooper)/CARRIED

That the Board authorize expenses up to \$4,000 (including unaddressed admail postage) for expenses related to the photocopying and preparation of the Annual Report.

Resolution 2013/10

A motion to authorize payment of the second installment to Ecole Sir John A Macdonald Public School will be deferred until the Treasurer has received a copy of the receipts in accordance with the project contract.

The Treasurer reported that the draft Audited Financial Statements have been received from KPMG and will be emailed to everyone on February 26th.

9.4 Investment Committee – George Sutherland

The Fund has close to 50% in equities; per the Investment Policy, the Board has the authority to go up to 60%. Marc Leblanc will be in attendance at the Annual General Meeting to present to the Membership.

9.5 Projects Chair – Gary Shultz

Previously reported.

9.6 Scholarship Chair

Emails were sent to school guidance councilors with a copy of the application package. Deadline for applications is April 5th.

9.7 Parks Committee – Jean Cooper

Chair Cooper advised that the Visioning Committee continues to meet, and that a park development company from Peterborough has been retained to facilitate the public meetings and presentations. The City will be invited to present an update on this initiative to Members at the AGM.

9.8 Process and Procedures Committee

Nothing to report.

10. Request from City of Kingston to Adopt Six Year Term of Office Limit

Jean Cooper advised that a letter has been received from the City of Kingston requesting all committees adopt the City's term of office limit. After a brief discussion, it was agreed that the PCBF has its own by-laws, and at this time, this request is not applicable.

Moved (Joyce MacLeod-Kane)/Seconded (Darlene Greenlees)/CARRIED

That a letter be sent to the City from the Chair advising that the request has been received and declined by the Board as it does not apply to the PCBF by-laws.

Resolution 2013/11

11. **Preparations for the Annual General Meeting**

- Ecole Sir John A Macdonald Public School has been booked for the evening of Wednesday, April 17, 2013.
- The deadline for the printer to receive the final draft of the Annual Report is Thursday, March 8th.

12. **Nominating Committee**

A copy of the nomination form was distributed at the meeting. The deadline for nominations is April 7th – all nominations received prior to March 6th will be included in the Annual Report, and all names will be posted on the website after the April deadline.

The Nomination Committee will meet on Monday, March 4th to review nominations received to date, and will forward names to the Board electronically for approval. Members include John Wilson (Committee Chair), George Sutherland, Amanda Milliken, Darlene Greenlees and Jean Cooper.

13. **New business**

There was no new business to discuss.

14. **Next Meeting** is scheduled for Monday, March 25, 2013 at 7:00 pm

15. **Meeting Conclusion**

Moved (Colin Youngman)/Seconded (Darlene Greenlees)/CARRIED
That the meeting be closed at 9:37 pm.

Resolution 2013/12

Darlene Greenlees – Secretary

Jean Cooper – Chair