

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
JANUARY 17, 2011**

Present:

John Wilson	George Sutherland
Savas Kekkas	Peter Dunnett
Dave Campbell	Jean Cooper
Brian Reitzel, Councilor, Pittsburgh	
Jeff Scott, Councilor, Countryside	
Dawn Ellis-Thornton (recorder)	

Regrets:

Gary Shultz	Richard Moller
Dan Hrechka	

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:01 pm on Monday, January 17, 2011 at the Pittsburgh Township Library, by Chair John Wilson. The Chair welcomed the newly elected councilors: Brian Reitzel from Pittsburgh District and Jeff Scott from Countryside District.

2. Proof of Notice

Was provided via email.

3. Pecuniary Interests/Conflict of Interest

None declared.

4. Approval of Agenda

Moved by: Jean Cooper
Seconded by: Savas Kekkas
That the agenda be approved as distributed.

Resolution 2011/01

CARRIED

5. Approval of Minutes - Monday, October 18, 2010

Moved by: Savas Kekkas
Seconded by: Dave Campbell
That the minutes be adopted as amended.

Resolution 2011/02

CARRIED

6. Business Arising From Minutes

7.2 Correspondence: Jean Cooper reported that a benefactor has paid the Playdec mortgage in full. Leonore Foster represented the Board at the Playdec Open House, and Savas Kekkas attended the Student Recognition Awards at St. Lawrence College.

7. Review of insurance and payments

George Sutherland raised an issue of concern with regards to the billing cycle for the insurance policy. Payment is due to Thomson and Jemmett in December, a month where the Board traditionally does not meet. It was recommended that the Administrative Assistant bring this item forward to the October meeting annually in order for the Board to address the payment issue.

Mr. Sutherland reported that arrangements were made with the Treasurer in December, 2010 to make a one-third payment, with the remaining two-third payment to be remitted as soon as possible. The Board further discussed the policy and coverage. It was further recommended that the policy be reviewed every five to six years to ensure the coverage is reflective of the Board's needs. Corporation insurance for the Board for 2011 will cost \$7977.96, including HST.

Moved by: George Sutherland

Resolution 2011/03

Seconded by: Dave Campbell

That the Board approve the first one-third payment made for the insurance policy, and payment of the remaining two-thirds as soon as possible.

CARRIED

8. Reports

8.1 Chair

Chair Wilson reported that St. Lawrence College confirmed that the two bursary recipients are residents of the former Pittsburgh Township. The Board will request the College provide notice of proposed grant recipients in the future to verify residency, and agreed to let the bursary accumulate if there are no qualified candidates.

8.2 Secretary

George Sutherland reported on correspondence received:

- thank you letter received from St Lawrence College for Savas Kekkas' attendance at their Student Recognition event.
- Letter of appreciation received from Josh Quesnelle, one of the SLC bursary recipients
- Letter from the City of Kingston advising of the two new district councilors. For the first time, one of the district councilors resides outside the boundaries of the former Pittsburgh Township. Mr. Scott may attend meetings and participate in discussions but, as he is not a Member, does not have voting privileges. Mr. Sutherland provided background on the decision.

- Information bulletins/newsletters received from Kingston Community Foundation and St. Lawrence College
- Christmas card received from the Sheepdog Trials
- Invoice received from Canada Post for the annual renewal of the post office box

Moved by: George Sutherland **Resolution 2011/04**

Seconded by: Peter Dunnett

That the Board approve the payment for the annual post office box rental in the amount of \$129+HST.

CARRIED

Ability for the Board Officers to make emergency payments in the absence of the Treasurer was discussed, and it was suggested that a chequebook or series of cheques be given to the Administrative Assistant to safeguard. The Admin Assistant safeguards other Board documents and does not have signing authority.

Moved by: George Sutherland **Resolution 2011/05**

Seconded by: Dave Campbell

That the Treasurer be requested to give a spare cheque book to the Administrative Assistant to safeguard.

CARRIED

8.3 Treasurer

Moved by: Jean Cooper **Resolution 2011/06**

Seconded by: Peter Dunnett

That the following invoices be paid:

- | | |
|--|---------|
| 1. Dawn Ellis-Thornton, administrative services
from October to January | \$445 |
| 2. Project/Grant ads in EMC and Kingston This Week
(payable to Dawn Ellis-Thornton) | \$93.51 |
| 3. Renewal of PCBF website
(payable to Dawn Ellis-Thornton) | \$99.95 |

CARRIED

Vicki Leakey from KPMG is attempting to contact Treasurer for the annual Audit, which is scheduled for the week of January 31, 2011. Dawn Ellis-Thornton to follow-up with Richard Moller to ensure he received the message.

The Board discussed the payment for the second installment of the LaSalle Lights project. Dawn Ellis-Thornton to follow-up with the Treasurer.

8.4 Investment/Finance Committee

George Sutherland reported on the January 13, 2011 Investment Committee meeting, briefed the Councilors on the role of the sub-committee in approving investments, and provided the recent history of the portfolio. The Board is currently waiting for the year-end audited financial statements for confirmation of the Fund's financial position.

8.5 Projects

In Gary Shultz's absence, John Wilson requested the Projects Committee schedule a meeting on January 31 at 7 pm to review the 2011 project applications. Copies of the 2011 Project/Grant applications were distributed at the meeting; the Projects Committee is to invite groups to make a presentation at the next Board meeting. Brian Reitzel expressed interest in sitting on the committee.

At 2010 Annual General Meeting, a motion was approved to support four organizations with a ten year funding commitment. The normal practice is for the Project Committee to review each organization's request then make recommendations to the Board, who has the final approval. A contract is sent to all approved organizations, stipulating that one of the conditions of funding is the complete reporting of revenue and expenditures statements. The Board discussed the reporting requirements as they relate to the four organizations approved organizations.

Moved by: Dave Campbell **Resolution 2011/07**

Seconded by: Brian Reitzel

That the Board ask the annualized groups for a budget for the upcoming year and an accounting of their expenditures for the previous yet.

CARRIED

Moved by: George Sutherland **Resolution 2011/08**

Seconded by: Savas Kekkas

That the Administrative Assistant contact the groups who have not yet submitted a project application and request the documentation from them.

CARRIED

The three pillars to support a project are: the group's fundraising efforts, budget submission and benefit to the community. The Project Committee has been tasked to discuss and report their collective thoughts at a future meeting.

8.6 Scholarship Chair

The Board discussed approaching school administrators to request their assistance in promoting the PCBF scholarship to their students. Scholarship applications are posted on the website and will be made available to school guidance councilors.

8.7 Parks Committee

Chair Wilson reported that he has been in contact with Laney Hurdle regarding the 2010 AGM motion instructing the Board to form a sub-committee to deal with improvements to Grass Creek Park. As the City owns the park, the City is required to form their own committee to provide input first. The Board is awaiting further communication from the City on this issue.

Construction of the soccerfields is on schedule and are expected to be ready for 2012.

8.8 Process and Procedures Committee

John Wilson introduced a suggestion by legal counsel to change the meeting rules of order from Roberts Rules to Wainsbergs, which were written specifically for Corporations Act Canada/Ontario. The by-laws will need to be revised if this suggestion is adopted. Discussion on this issue was tabled.

The matter of proxy forms was discussed and the Committee will continue to consult with the Board's legal counsel to help improve their use in time for the next Annual General Meeting.

The Process and Procedures Committee will meet again on Monday, January 24 at 7:30 pm.

9. New Business

The date for the 2011 Annual General Meeting has been set for Wednesday, April 20.

10. Next Meeting is scheduled for Monday, February 21, 2011 at 7:00 pm.

11. Adjournment

Resolution 2011/09

Moved by: Dave Campbell
Seconded by: Jean Cooper
That the meeting be adjourned at 8:36 pm

George Sutherland – Secretary

John Wilson – Chair