

**PITTSBURGH COMMUNITY BENEFIT FUND**

**Minutes from the Board of Director's Meeting  
January 15, 2018**

**Present:**

Amanda Milliken, Vice Chair	Colleen Emmerson, Treasurer
Rodger Compton	Clyde Smith
George Sutherland	Steve van Wynsberghe
Ryan Boehme, Councillor	Gary Oosterhof, Councillor
Dawn Ellis-Thornton (recorder)	

**Absent:** Jean Cooper, Chair Secretary  
Rhonda Evans (Doyle),  
Darrell Townsend

**Guests:** Jaclyn Grimmon, Manager, Recreation Programs, City of Kingston

**1. Call to Order**

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:09 pm on Monday, January 15, 2018 at Glocca Mora studio by Vice-Chair Amanda Milliken.

**2. Proof of Notice**

Notice was provided to Directors.

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

None reported.

**4. Approval of Agenda**

Moved ( Ryan Boehme ) /Seconded ( Colleen Emmerson )/CARRIED  
That the agenda be approved.

**Resolution 2018/01**

**Presentation by Jaclyn Grimmon:**

Jaclyn Grimmon updated the PCBF on the progress in the Grass Creek Park project and presented a new funding request for a splash pad as part of the new Kingston East Community Centre.

**Grass Creek Park:** The City is in process of hiring a consultant. Public consultations will be held in Spring or Summer on the design concepts; designs will be brought back to the PCBF for review once they have been selected. The project is set to commence after Labour Day 2018.

**Kingston East Community Centre:** Public meeting will be held on February 15 to review preliminary drawings with a second meeting scheduled for April to showcase the final conceptual design. It is anticipated that the building will be open to the public in Q2 of 2020. A list of current partners for the multi-purpose centre were reviewed.

As part of the presentation, Ms. Grimmon introduced the concept of a medium size splash pad for the park. While not part of the initial plans for the Community Centre, the City is suggesting this be a project that the PCBF could financially support. Following discussion, the Board agreed that this request could be decided with other 2018 projects. If approved, a letter of intent would be required, as per the Grass Creek Park funding.

The Board thanked Ms. Grimmon for attending the meeting to make the presentation.

5. **Approval of Minutes**

Moved ( Colleen Emmerson )/Seconded ( Clyde Smith )/CARRIED  
That the minutes of the PCBF Board meeting of November 20, 2017 be approved as amended.

**Resolution 2018/02**

6. **Business Arising From Minutes**  
None

7. **Reports**

7.1 **Chair – Jean Cooper**

7.2 **Secretary – Rhonda Evans (Doyle)**

7.3 **Treasurer – Colleen Emmerson**

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

That the following invoices be approved for payment:

Dawn Ellis–Thornton for administrative services

\$255.00

Replacement scholarship cheque– Mira Look

\$1500

Cunningham Swan for legal services

\$1434.33

Mc Dougall UCC Insurance Brokers

up to \$8375.56

**Resolution 2018/03**

7.4 **Investment Committee –George Sutherland**

The Investment Committee will be on March 22; Colleen to contact Marc Leblanc to confirm date.

Gary Oosterhof arrived at 8:24 pm

**7.5 Projects Chair – Amanda Milliken**

The deadline for 2018 projects is February 2, 2018, no applications have been received to date. The Projects Committee will meet on February 12 at Holy Name School to review project applications (note – date was subsequently changed to February 15 due to scheduling conflicts)

**7.6 Scholarship Committee – Rhonda Evans (Doyle)**

The 2018 scholarship application will be posted on website with a deadline of May 4, 2018.

**7.7 Grass Creek Park**  
previously discussed

**8. New Business**

9. **Next Meeting** will be scheduled for Monday, February 26 at 7 pm, location: Holy Name Catholic School (note – date was subsequently changed to Wednesday, February 21, 2018 due to scheduling conflicts.)

**10. Meeting Conclusion**

The meeting concluded at 8:30 p.m.

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Amanda Milliken – Vice-Chair

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Dawn Ellis-Thornton, Recording