

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
January 19, 2009**

Present:

John Wilson	Jeff Szumlanski
Leonore Foster	Bryon McConnell
George Sutherland	Jean Cooper
Peter Dunnett	Dawn Ellis-Thornton (recorder)

Regrets:

Hazel Lloyd
John Scott
Joyce MacLeod-Kane

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:05 pm on Monday, January 19, 2009 at the Pittsburgh Township Library, by the Vice-Chair John Wilson.

2. Proof of Notice

Provided.

3. Pecuniary Interests/Conflict of Interest

None reported.

4. Approval of Agenda

Resolution 2009/01

4.1 Reports – Scholarships (to be added as agenda item 6.4)

4.2 Approval of Minutes to also include Minutes from October 20, 2008 Board Meeting

Moved by: Leonore Foster

Resolution 2009/02

Seconded by: George Sutherland

That we approve the agenda with the above mentioned additions.

CARRIED

5. a. Approval of Minutes – Monday, November 17, 2008

7.1 (c) Chair's Report, Bill Rob Commemorative Plaque. Leonore Foster clarified Mr. Robb's role in the creation of the Barriefield Rock Garden. After discussion, the wording for the plaque was amended to read: "The Pittsburgh Community Benefit Fund recognized Bill Robb. Without his inspiration and hard work, this Barriefield Rock Garden would not exist."

Moved by: Bryon McConnell

Resolution 2009/03

Seconded by: Jeff Szumlanski

That the Minutes of the November 17, 2008 Board meeting be approved as amended.

CARRIED

b. Approval of Minutes – Monday, October 20, 2008

Jeff Szumlanski provided written corrections and amendments to the Minutes, which were read to the Board by the Chair.

Moved by: Leonore Foster
Seconded by: George Sutherland

Resolution 2009/04

That the Minutes of the October 20, 2008 Board meeting be approved as amended.

CARRIED

6. Reports

6.1 Chair

Dr. Wilson advised that his report items are already covered on the agenda.

6.2 Investment

Copies of the Wood Gundy investment reports were distributed and reviewed at the January 12, 2009 Finance/Investment Committee. As Board members at tonight's meeting were also in attendance at the F/I Committee, no further review was required.

Moved by: George Sutherland
Seconded by: Bryon McConnell

Resolution 2009/05

That two of three signatories be appointed: Chair, Treasurer, and Chair of the Investment Committee.

CARRIED

Moved by: Leonore Foster
Seconded by: Peter Dunnett

Resolution 2009/06

That the report of the investment committee be accepted.

CARRIED

6.3 Projects Chair

- a. Dr. Wilson reported that he received two estimates for plaque. A quote of approximately \$780.00 was received from a monument supplier, who also had very strict requirements with regards to the stone. The second was a quote of approximately \$550.00 from the Trophy Shop for an 8 ½ by 11 bronze plaque. After discussion, the Board agreed on the bronze plaque option based on practicality and feasibility.

Moved by: Jeff Szumlanski
Seconded by: Jean Cooper

Resolution 2009/07

That the Board agree in principle to pursue the bronze plaque option, not to exceed \$1,000 installed, and to re-address the wording.

Moved by: George Sutherland
Seconded by: Jean Cooper

Resolution 2009/08

That the motion be amended to \$750.00 due to the economic climate.

Ms. Foster voiced an objection to the amendment as the higher expenditure threshold would allow the Chair flexibility in getting the project finished, given that installation costs and taxes were not included in the original quotation. It was also acknowledged that the Chair would exercise financial prudence.

LOST

Original Motion was voted on.

CARRIED

Moved by: George Sutherland **Resolution 2009/09**
Seconded by: Jean Cooper

That we adopt the wording as amended for the November 17, 2008 minutes, and that the Chair obtain a proper quote based on the exact wording.

CARRIED

- b. Dr. Wilson reported that ten funding applications have been received, and that unfortunately, a couple did not fall into the mandate of the PCBF. Groups will be offered the opportunity to make a presentation to the Board at the beginning of the next meeting. Members of the Project Committee will convene after the Board meeting adjourns to schedule their next meeting date. [note: scheduled for Monday, January 26, 2009] Dawn Ellis-Thornton to forward a copy of the applications to the Project Committee via e-mail. Dr. Wilson advised that two other requests were passed on by John Uliana. One was from the School Museum at Barriefield to replace the door with an authentic style heritage door. As they are a city owned property, it was suggested to approach the city or a heritage group and no further contact was received from this group. The second was from Jay Abramsky in support of introducing a golf program in local high schools, however they will not pursue an application this year.

After a brief discussion, the Board directed the Projects Committee to present the full list of projects in a recommended priority. In order to be fiscally responsible, it will not be possible to support all projects.

- c. Bryon McConnell spoke to the Scholarship Report and distributed a draft application.

Moved By: Bryon McConnell **Resolution 2009/10**
Seconded by: George Sutherland

That we proceed with inviting scholarship applications for 2009.

CARRIED

The Board discussed the selection criteria for distributing scholarships to deserving, outstanding candidates, as well as the number of awards it should bestow. There was also a discussion on the annual lack of trades/community college applicants. Bryon McConnell informed that he will put an emphasis on attracting these applicants by modifying the cover letter and through direct communication with principals and guidance offices. The application form will also be posted in PDF on the PCBF website.

Moved by: George Sutherland **Resolution 2009/11**
Seconded by: Jean Cooper

That the original motion be amended to fund scholarships up to \$15,000.

CARRIED

6.4 Treasurer

Jeff Szumlanski reported that the KPMG audit will be conducted on February 2, 2009, and that requested documentation will be delivered this weekend. Estimated fee is \$4,150.

Moved by: Jeff Szumlanski **Resolution 2009/12**
Seconded by: Bryon McConnell

That the Pittsburgh Community Benefit Fund sign the terms of the engagement as set out by KPMG in their correspondence dated November 16, 2008.

CARRIED

Moved by: Jeff Szumlanski
Seconded by: Peter Dunnett

Resolution 2009/13

That the following invoices and receipts be paid:

1)	Osprey Media	\$305.48
2)	Osprey Media	\$604.04
3)	EMC	\$160.66
4)	Thomson Jemmett Vogelzang	\$590.96
5)	Canada Post	\$120.75
6)	Dawn Ellis-Thornton	\$225.00
7)	Jeff Szumlanski (stamps)	\$ 5.46

CARRIED

The trial balance sheet statement of revenue and expenditures was distributed and discussed.

Moved by: Jeff Szumlanski
Seconded by: George Sutherland

Resolution 2009/14

That the Treasurer's report be accepted as presented for inclusion in minutes.

CARRIED

6.5 **Secretary**

George Sutherland reported that he received two items of correspondence: the first from John Uliana tendering his resignation from the Soccer Fields Committee and the PCBF; and the second were letters of appreciation from St. Lawrence College and two award recipients, plus a photo from Awards Ceremony. Jeff Szumlanski requested Board authorization to post the photos and thank you letters on the website.

Moved by: Leonore Foster
Seconded by: Jean Cooper

Resolution 2009/15

That the Secretary's report be accepted as presented.

CARRIED

6.6 **Soccer Fields Update**

A copy of letter of offer from City was previously distributed at the Finance/Investment Committee Meeting. Dr. Wilson read a list of his concerns about the offer to the Board, and suggested that a meeting with the City is required to discuss what is happening. With the resignation of John Uliana, Dr. Wilson invited George Sutherland to join the meeting to bring his experience to the project. The Committee will elect a new Chair at the next sub-committee meeting.

Moved by: John Wilson
Seconded by: Peter Dunnett

Resolution 2009/16

That George Sutherland be added to the Soccer Fields Committee.

CARRIED

George Sutherland reported that he contacted the City last week to investigate the progress of the Soccer Fields Project. In short, the sub-committee needs to meet with the new City staff and representatives to get the project back on track and move it forward. Leonore Foster expressed interest in attending the meeting. Mr. Sutherland cautioned that it will be difficult to do anything significant before the Annual General Meeting.

7. New Business

7.1 Resignation of President

With the resignation of John Uliana, the position of President is now vacant. Since it is close to the Annual General Meeting, it is recommended to leave the position vacant and let the members elect a new Director at the AGM.

Moved by: Leonore Foster **Resolution 2009/17**

Seconded by: Jean Cooper

That we leave filling the vacant position until the AGM.

CARRIED

Moved by: Jean Cooper **Resolution 2009/18**

Seconded by: Leonore Foster

That John Wilson be nominated as Chair.

CARRIED

Moved by: Leonore Foster **Resolution 2009/19**

Seconded by: Jeff Szumlanski

That nominations be closed.

CARRIED

Moved by: Leonore Foster **Resolution 2009/20**

Seconded by: George Sutherland

That the Board thank John Uliana for the work he has done as Chair and on the Board of the PCBF.

CARRIED

The Board discussed the idea of presenting a token of appreciation to retiring directors at the Annual General Meeting. Suggestions include a print of Hawthorne Cottage, a letter or certificate of appreciation, gift certificate or recognition on a plaque in the meeting room.

Moved by: Leonore Foster **Resolution 2009/21**

Seconded by: Jeff Szumlanski

That the Board consider producing framed prints as gifts for parting Board members, and that this print be researched and brought back to the Board at some later date.

CARRIED

The Board discussed the need to elect a new Vice Chair, to serve until the AGM. The duties and responsibilities were discussed.

Moved by: George Sutherland **Resolution 2009/22**

Seconded by: Leonore Foster

That Jean Cooper be nominated as Vice-Chair.

CARRIED

Moved by: Leonore Foster **Resolution 2009/23**

Seconded by: Jeff Szumlanski

That nominations be closed.

CARRIED

The Board congratulated Ms. Cooper on her appointment.

7.2 **Nominating Committee**

The By-laws states that the Nominating Committee is to comprise of the Immediate Past President as Chair, and have a minimum of three members. George Sutherland to contact John Scott to confirm his interest in serving on the committee again this year, and report back at next Board meeting.

7.3 **Preparation for AGM**

It is the jurisdiction of the Secretary to prepare for the AGM. George Sutherland reminded the Board at that the AGM is getting close, and that proper lead time is required to compose and mail the newsletter. This item is tabled for discussion at the February Board meeting. Jeff Szumlanski confirmed that LaSalle Secondary School is booked for April 22, 2009, and that Thompson Jemmett will send proof of insurance to the Limestone School Board, copy to PCBF.

7.4 **Approval of By Laws**

A copy of the draft By-laws were distributed at the meeting. Rules of Incorporation stipulate that every member is entitled to a copy, therefore they will be posted on the website and Dawn Ellis-Thornton will bring twenty (20) photocopies to the AGM.

Moved by: George Sutherland

Resolution 2009/24

Seconded by: Leonore Foster

That we accept the revised copy of the by-laws and post on the PCBF website.

CARRIED

It was discovered that the version of the draft by-laws was not the most recent. George Sutherland and Dawn Ellis-Thornton will review the documentation left by the previous Administrative Assistant and resolve for next meeting.

Moved by: George Sutherland

Resolution 2009/25

Seconded by: Jeff Szumlanski

That we defer posting revised by-laws until next meeting.

CARRIED

8. **Next Meeting** Monday, February 23, 2009 7:00 pm

9. **Adjournment**

Resolution 2009/26

Moved by: Jean Cooper

Seconded by: Leonore Foster

That we adjourn 9:51 pm

George Sutherland – Secretary

John Wilson – Chair