

**PITTSBURGH COMMUNITY BENEFIT FUND**

**Minutes from the Board of Director's Meeting  
January 19, 2015**

**Present:**

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

**Regrets: Richard Moller**

**Guests: None**

**1. Call to Order**

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:08 pm on Monday January 19, 2015 at the Pittsburgh Township Library, by Chair Jean Cooper. The Chair welcomed the new Councilors to the meeting and reminded all of the guidelines for professional etiquette and decorum expected at Board meetings.

**2. Proof of Notice**

Notice was provided to Directors per the Bylaws.

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

None reported.

**4. Approval of Agenda**

The Chair requested the agenda be revised to include "Project Committee" and "Nomination Committee".

**Moved ( Colin Youngman ) /Seconded ( Gary Shultz )/CARRIED**

**That** the agenda be approved as amended.

**Resolution 2015/01**

**5. Approval of Minutes**

**Moved ( Colin Youngman )/Seconded ( Richard Allen )/CARRIED**

**That** the minutes of the Board meeting of October 20, 2014 be approved as amended.

**Resolution 2015/02**

**Moved ( Joyce MacLeod-Kane )/Seconded ( Ryan Boehme )/CARRIED**

**That** the minutes of the Board meeting of November 17, 2014 be approved as written.

**Resolution 2015/03**

6. **Business Arising From Minutes**

- The final payment was issued to the Limestone School Board for the Ecole Sir John A McDonald School playground equipment
- Joyce MacLeod-Kane attended the dedication ceremonies for the Holy Name Catholic School playground equipment

7. **Project Committee - 2015**

The Chair thanked Gary Shultz for fulfilling the duties of interim Chair of the Projects Committee until the new Committee was struck, and called for nominations for 2015 Chair and expressions of interest for committee members.

Amanda Milliken nominated Gary Shultz as Projects Chair - CARRIED

Committee members will be Richard Allen, Ryan Boehme, Jean Cooper, Darlene Greenlees, Jeff McEwen, Amanda Milliken and Gary Shultz.

**John Uliana arrived at 7:16 p.m.**

8. **PCBF Insurance Renewal**

Frank Cowan Company, through Upper Canada Commercial Insurance, will continue to provide the liability insurance coverage for the Board .

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

**That** the Board approve the payment of \$7374 + HST to Frank Cowan Company for Board liability insurance.

**Resolution 2015/04**

John Uliana advised that KPMG is currently conducting the annual audit and preparation of the 2014 Financial Statements. Vicki Leakey has forwarded the terms of engagement for the audit, and has provided an initial estimate of \$5,800.

There is currently \$88,153 in the TD account, the final soccer field payment will be drawn from that account once the City has submitted their invoice, and the TD account will be closed as soon as all the funds have been expended.

9. **2015 AGM - Venue Invitation from Holy Name School**

An invitation has been received from the Principal of Holy Name Catholic School for the Board to hold the Annual General Meeting (AGM) at their school this year. The AGM has previously been held at LaSalle Secondary and Ecole Sir John A Macdonald School, as recipients of Board funding. After a brief discussion, it was agreed that Jean Cooper would contact Mr. Finn and advise that the Board is interested in pursuing this offer.

## 10. Reports

### 10.1 Chair - Jean Cooper

Nothing additional to report.

### 10.2 Secretary – Darlene Greenlees

Nothing to report.

### 10.3 Treasurer - John Uliana

**Moved( John Uliana ) /Seconded ( Darlene Greenlees )/CARRIED**  
**That** the Board approve the payment of the following invoices:

\$80.15	Dawn Ellis-Thornton, reimbursement of payment to Canada Post for mail forwarding, less key deposit for cancelled post office box at Joyceville Post Office
\$390.00	Dawn Ellis-Thornton, admin services Nov 2014 to Jan 2015

**Resolution 2015/05**

### 10.4 Investment Committee – Colin Youngman

Colin Youngman reported the value of the Fund as of end of December was just over \$4,520,000, up 8.7610% over the year. The December Investment Committee meeting was cancelled due to conflicting schedules, but a date will be confirmed with Committee members at the conclusion of the Board meeting.

The Investment Committee Chair and Board provided a background on the spending policies and practices to the two new councilors. Of note:

- The Board is not into real estate nor does it hold mortgages
- The Board does not fund projects that require regular maintenance payments
- The Board does not assume any liability for any projects funded by a PCBF grant
- In a year where there are major projects, they can be phased in over a series of years, and paid as interest free loans
- The Board tries only to spend interest, but deviates if there are projects that are deemed appropriate

Jean Cooper, Jeff McEwen and John Uliana are the other members of the Investment Committee.

### 10.5 Projects Chair – Gary Shultz

St Barnaby's Catholic Church final report was received and circulated.

#### 10.6 **Scholarship Committee – Darlene Greenlees**

Darlene Greenlees updated the Board on the proposal made by St. Lawrence College at the November 2014 meeting. The Scholarship Committee has dealt with the proposal, are pleased with the way the draft contract is written, and recommend that the Board approve their request for \$25,000 to create a new bursary to assist students residing in the former Pittsburgh Township who require financial assistance. Matching funds would be provided by Knowledge First, an RESP provider. The new endowment would be administered under the same principles as the original and separate endowment.

**Moved( Darlene Greenlees ) /Seconded ( Amanda Milliken )/CARRIED**

**That** the Scholarship Committee accept the contract as written by St Lawrence College and the Board proceed with the gift agreement with a one-time payment of \$25,000.

**Resolution 2015/06**

#### 10.7 **Grass Creek Park**

The Board provided background to the new Councilors on the \$500,000 committed to improvements at Grass Creek Park by Members at the 2010 Annual General Meeting, and the ten year expiration date on this commitment. Unfortunately, this project has been delayed as the initial plan developed by the park planners was shelved awaiting the full waterfront plan for the City of Kingston. Amanda Milliken has been in discussions with Neil Unsworth, City Parks and Recreation, requesting if some of the projects, e.g. washrooms, widening the sheep dog trial field, gazebo/grand stand, could be accelerated if the PCBF funds the project.

Richard Allen advised that Neil Unsworth is facilitating a Waterfront Master Plan meeting for rural areas on Monday, January 26, and the goal is to present recommendations on moving forward to council later this year. While Grass Creek Park has not been identified as one of the parks on the priority list, some of the desired improvements could possibly be accelerated if the PCBF committed funding. Richard Allen will discuss this issue with city staff and report back at a future meeting.

The Board expressed a concern that the PCBF funds should not be used to pay for improvements that the City would normally fund through the Waterfront Master Plan, e.g. upgrades to city infrastructure, and agreed that the Board would have control over how the \$500,000 is spent.

#### 11. **Nomination Committee**

The Nomination Committee will comprise of Jean Cooper, Darlene Greenlees and Amanda Milliken.

**12. New Business**

- The Projects Committee will meet Thursday, February 5, 2015 at the Library. Dawn Ellis-Thornton will send an email to the Library administrator requesting space, and will distribute copies of the final application package to Board members as soon as they are compiled.
- Joyce MacLeod-Kane requested that Board members who had previously advised of their inability to attend a meeting could be noted as "Regrets" in the Minutes as opposed to "Absent". The Chair requested that all regrets be forwarded directly to her in advance of the meeting.

13. **Next Meeting** will be scheduled for Monday, February 23, 2015.

**14. Meeting Conclusion**

The meeting concluded at 8:21 p.m.

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Minutes prepared by:  
Dawn Ellis-Thornton

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Authorizing signature after approval by Board  
Jean Cooper – Chair