

**PITTSBURGH COMMUNITY BENEFIT FUND**

**Minutes from the Board of Director's Meeting  
January 20, 2014**

**Present:**

Jean Cooper, Chair	Darlene Greenlees, Secretary
Amanda Milliken, Vice Chair	Richard Moller, Treasurer
John Uliana	Colin Youngman
Dawn Ellis-Thornton (recorder)	

**Regrets:**

Joyce MacLeod-Kane	Jeff McEwen
Gary Shultz	

**Absent:**

Brian Reitzel, Councillor	Jeff Scott, Councillor
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**Guests:**

None

**1. Call to Order**

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:07 pm on Monday January 20, 2014 at the Pittsburgh Township Library by Chair Jean Cooper.

**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( Colin Youngman ) /Seconded ( John Uliana )/CARRIED**  
**That** the agenda be approved as distributed.

**Resolution 2014/01**

**5. Approval of Minutes**

**Moved ( Amanda Milliken )/Seconded ( Jean Cooper )/CARRIED**  
**That** the minutes of October 21, 2013 Board meeting be adopted as amended.

**Resolution 2014/02**

**6. Business Arising From Minutes**

There was no business arising from the minutes.

**7. Reports**

**7.1 Chair – Jean Cooper**

Nothing to report.

**7.2 Secretary – Darlene Greenlees**

Nothing to report.

**7.3 Treasurer - Richard Moller**

**Moved ( Amanda Milliken )/Seconded ( John Uliana)/CARRIED**

**That** the Board approve payment of \$73,400 to the City for the fourth installment of the John Machin soccer field agreement, the amount of the original invoice without the interest.

**Resolution 2014/03**

**Moved ( Amanda Milliken )/Seconded (Colin Youngman )/CARRIED**

**That** the Board accept the report of the payments made in December:

Canada Post for the annual renewal of post office box	\$169.50
Dawn Ellis-Thornton- administrative services -June to December	\$285.00

**Resolution 2014/04**

**Moved ( Amanda Milliken )/Seconded (Colin Youngman )/CARRIED**

**That** the Board approve payment of the following invoices:

Dawn Ellis-Thornton - administrative services – December to January	\$180.00
Dawn Ellis-Thornton to reimburse for annual renewal of website fees	\$109.67
Kingston East News for project ad	\$114.13

Richard Moller advised that the annual invoice for Board liability insurance has not yet been received, and he requested the Board pre-approve payment to ensure payment is not delayed.

**Moved ( Amanda Milliken )/Seconded ( Richard Moller )/CARRIED**

**That** the Board pre-approve payment of the annual insurance bill up to an amount of \$3,000.

**Resolution 2014/05**

The Treasurer also reported that the annual audit process has commenced and he is working with KPMG to ensure all required documents are provided.

#### 7.4 **Investment Committee – John Uliana and Colin Youngman**

The Investment Committee met on Wednesday October 23rd with Marc Leblanc, Investment Advisor. John Uliana read Mr. Leblanc's notes to the Board; in short, the Fund yielded 13.9% in 2013 and the asset mix of 60% equities and 40% mixed is on target. A copy of these notes will be distributed to Board members via email.

#### 7.5 **Projects**

**Jean Cooper presented in Gary Shultz's absence.**

The deadline for grant applications is January 31<sup>st</sup>; three applications have been received to date. Packages with all received projects will be distributed to the full Board shortly after the deadline to allow sufficient time for review prior to the February meeting. The date for the Project Committee meeting will be confirmed via email.

#### 7.6 **Scholarship Report – Colin Youngman**

The PCBF has been approached by St Lawrence College asking if the Board would be willing to discuss the reinstatement of the \$50,000 endowment pledge to the college that was cancelled due to lack of matching funds from the Province, if matching funds were secured from a Pittsburgh Township based Foundation. SLC will be advised to submit an official request in writing to the Board after they have secured a commitment from another foundation, and the Board will discuss it further at that time.

The deadline for receipt of high school scholarship applications has been set as April 11, 2014; the form will be updated and posted on the website and forwarded to local high school guidance counselors. The Scholarship Committee will discuss the possibility of raising the value of the scholarship awards from \$1,000. Last year, twenty scholarships were awarded rather than usual fifteen due to the volume of qualified applications received.

#### 7.7 **Grass Creek Park**

Amanda Milliken reported there were no new developments.

### 8. **Preparations for the 2014 Annual General Meeting:**

The date for the Annual General Meeting is set for April 23, 2014, 7:00 pm at Ecole Sir John A School Public School.

**Moved ( Amanda Milliken )/Seconded (Richard Moller )/CARRIED**

**That** the 2013 proxy form be updated with the new deadline of April 20, 2014 and used again in 2014.

**Resolution 2014/06**

9. **New Business**

It was reported that the December meeting was unable to proceed due to lack of quorum, and it was suggested that the quorum requirements in the by-laws be reviewed and adjusted to reflect elected members. Richard Moller will review and bring forward at a future meeting. This change would lower the quorum from six to five directors present.

10. **Next Meeting** is scheduled for Monday, February 17, 2014 at 7:00 pm. Dawn Ellis-Thornton will send out a meeting notification in addition to the written Notice of Meeting.

11. **Meeting Conclusion**

The meeting closed at 7:58 p.m..

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Darlene Greenlees – Secretary

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Jean Cooper – Chair