

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
March 10, 2014**

Present:

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

Absent:

Brian Reitzel, Councillor	Jeff Scott, Councillor
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Guest:

Marcel Scouten

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:03 pm on Monday March 10, 2014 at the Pittsburgh Township Library, by Chair Jean Cooper. The Chair welcomed Member Marcel Scouten to the meeting.

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(Richard Moller)/Seconded (Gary Shultz)/CARRIED
That the agenda be approved as distributed.

Resolution 2014/15

5. Approval of Minutes

Moved (Amanda Milliken)/Seconded (John Uliana)/CARRIED
That the minutes of the Board meeting of February 17, 2014 be adopted as revised .

Resolution 2014/16

6. Business Arising From Minutes

There was no business arising.

7. Reports

7.1 Chair – Jean Cooper

The Chair reported that the Nominations Committee fulfilled its mandate to ensure sufficient nominees are received to fill the three (3) rotating vacancies on the Board. The Committee met prior to the Board meeting and advised that nominations have been received for Jean Cooper, Darlene Greenlees, Jeff McEwen and Marcel Scouten, however there may be additional nominations after the annual report is received.

7.2 Secretary – Darlene Greenlees

The Secretary reported that one scholarship has been received to date.

7.3 Treasurer - Richard Moller

The Treasurer reported that the following payments have been made, in accordance with the standing policy on spending authorities:

Dawn Ellis-Thornton for Administrative Services	\$480
DigiGraphics for unaddressed admail for annual report mailing	\$1,111.92

Signed contracts have been received for the following 2014 projects:

Barriefield Rock Garden \$6,300
Holy Name School \$20,000 (first installment of three year funding)

The Chair is awaiting confirmation that the initial contract issued in 2013 will enable the annualized payments for the phased in projects prior to issuing the payments.

The Treasurer advised that two letters were received from KPMG: one that discussed in general terms what their professional standards are and the second was an outline of the statements that they provide. These were forwarded to the Secretary for the Board files. The Treasurer reported on a letter he signed on behalf of Board, confirming the Board's understanding of their services, and that the Board did not withhold any information and complied with all their requests. Vicki Leakey has been invited to attend the AGM.

Copies of the draft audited financial statements were distributed and reviewed: the statements reveal that the Fund made \$463,607 revenue from investments last fiscal year. The Board congratulated the Investment Committee and financial advisor. The auditor recommended that the Board set up a chequing account at the CIBC to facilitate payments, and confirmed that it was acceptable to close the TD account.

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

That the Board accept the draft Auditor's report as discussed.

Resolution 2014/17

7.4 Investment Committee – Jeff McEwen

The Investment Committee did not meet since last Board meeting.

7.5 Projects Chair – Gary Shultz

The Projects Chair advised that 2014 contracts have been issued for all successful projects. A new project was received after the deadline and the Board agreed that the request be denied. Dawn Ellis-Thornton has been asked to advise the group.

It was agreed that a discussion on project procurement and fundraising guidelines be tabled to the September or October meeting, prior to requesting applications for 2015 grants.

7.6 Scholarship Committee - Colin Youngman

One scholarship application has been received to date.

7.7 Grass Creek Park

Nothing new to report.

8. Preparations for Annual General Meeting

Draft Annual Report and AGM agenda were distributed and reviewed at the meeting.

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

That the Annual Report be approved as written. The report will be posted on the PCBF website as soon as it is submitted to the printer.

Resolution 2014/18

Dawn Ellis-Thornton was directed to contact the City to request an updated mail list to use for proxy verification.

Moved (Jean Cooper)/Seconded (Richard Moller)/CARRIED

That the draft agenda for the Annual General Meeting be approved.

Resolution 2014/19

Gary Shultz will contact Joyceville Public School to enquire whether the Joyceville Jayhonks could provide entertainment prior to the AGM. Jeff McEwen will invite Marc Leblanc to attend the AGM.

9. **New Business**

Richard Moller reported that a Bill has passed through legislative assembly with changes to the Ontario Corporations Act that will likely impact the PCBF. The Board's lawyer will be requested to review the current by-laws and recommend omnibus change to bring them into alignment with the legislation. Richard will obtain an estimate from Eric Bennett and include in the appropriate year's budget.

10. **Next Meeting** will be scheduled after the AGM on April 23, 2014, or at the call of the Chair if required.

11. **Meeting Conclusion**

Moved (Richard Moller)/Seconded (John Uliana)/CARRIED
That the meeting be closed at 7:51 p.m.

Resolution 2014/20

Darlene Greenlees – Secretary

Jean Cooper – Chair