

**PITTSBURGH COMMUNITY BENEFIT FUND**

**Minutes from the Board of Director's Meeting  
MARCH 25, 2013**

**Present:**

Jean Cooper, Chair	Darlene Greenlees, Secretary
Amanda Milliken, Vice Chair	Richard Moller, Treasurer
Joyce MacLeod-Kane	Gary Shultz
George Sutherland	Dawn Ellis-Thornton (recorder)

**Regrets:**

Jeff McEwen	Colin Youngman
Brian Reitzel, Councillor	Jeff Scott, Councillor

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, March 25, 2013 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**

The Treasurer's report will be moved up on the agenda.

**Moved (Gary Shultz )/Seconded ( Joyce MacLeod-Kane)/CARRIED**  
**That** the agenda be approved as amended.

**Resolution 2013/13**

5. **Projects Update -**

The Board briefly discussed one of the funding decisions made at the February Board meeting, and the subsequent amendment to that decision.

**Moved ( Gary Shultz )/Seconded ( Amanda Milliken )/CARRIED (one decline)**

**That** the draft February 25, 2013 minutes be amended prior to approval to reflect the funding decision made following the February meeting, based on the telephone survey of the Board.

6. **Approval of Minutes - Monday, February 25, 2013**

**Moved (Gary Shultz)/Seconded (Darlene Greenlees)/CARRIED**  
**That** the minutes be adopted as amended.

**Resolution 2013/14**

7. **Treasurer's report – Richard Moller**

The Treasurer distributed the Audited Financial Statement received from KPMG.

**Moved (Amanda Milliken)/Seconded (Gary Shultz)/CARRIED**

**That** the Board accept the Audited Financial Statement as presented by KPMG.

**Resolution 2013/15**

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

**Resolution 2013/16**

**That** the following invoice be paid:  
\$8192.50 KPMG for audit services

In accordance with the Board's Standing Authorities, the Treasurer reported the following invoices as being paid:

\$559.04 – Dawn Ellis-Thornton for administrative services  
\$75.68 - Digi-Graphics for additional postage for Annual Report mailings

Mr. Moller informed the Board that he will be out of town on business for the next few months, returning before the end of May. He will forward the Treasurer's Report for the Annual General Meeting prior to that meeting, and advised that he is still running for the Board. The Board thanked Richard for his services. Richard Moller left the meeting at 7:15 pm.

**8. Business Arising From Minutes**

There was no new business arising from the Minutes.

**9. Provincial Recognition of Sheep Dog Trials**

Congratulations to the Kingston Sheep Dog Trials team, Amanda Milliken, Sue Hitchcock, Leslie Kimball and others for being designated as a Top 100 Event from Festivals and Events Ontario.

**10. Preparations for Annual General Meeting**

The Draft Agenda and Board Standing Authorities were distributed for review and approval.

**Moved (Darlene Greenlees)/Seconded (Joyce MacLeod-Kane )/CARRIED**

**That** the draft agenda and Board Standing Authorities be accepted for the Annual General Meeting.

**Resolution 2013/17**

The Board agreed that representatives from the Limestone District School Board and Algonquin and Lakeshore District School Board be approached and asked to bring greetings at the AGM. Joyce MacLeod-Kane to contact the Catholic Board and Gary Shultz to contact the Limestone Board.

**11. Reports**

**11.1 Chair – Jean Cooper**

An update on the Grass Creek Park Working Group will follow under the appropriate agenda item.

**11.2 Secretary – Darlene Greenlees**

A total of five project contracts have been received in the mail to date.

**11.3 Treasurer – Richard Moller**

Reported earlier in the meeting.

11.4 **Investment Committee – George Sutherland**

The date for the next Investment Committee is tentatively scheduled for April 8, 2013. Dawn Ellis-Thornton to contact Colin Youngman and Jeff McEwen to confirm quorum for the meeting as Richard Moller will not be available.

George Sutherland reported that the auto resets that were approved at the last meeting will probably not be realized until the Fall.

11.5 **Projects Chair – Gary Shultz**

The ribbon cutting for the new playground equipment at Ecole Sir John A. Macdonald Public School has been scheduled for 6:30 p.m on April 17., prior to the AGM.

The LaSalle Secondary electronic sign is expected to be fully installed by the end of June. The project is currently awaiting the city work permit for electricity.

11.6 **Scholarship Chair**

One application has been received to date. A reminder email will be sent to all secondary school guidance counselors.

11.7 **Parks Committee – Jean Cooper**

Amanda Milliken had an opportunity to visit Grass Creek Park with the project architect to share ideas. The Grass Creek Park Committee will meet again this evening, and an update report will be forwarded via email. More to follow.

11.8 **Process and Procedures Committee**

Nothing to report.

12. **New business**

There was no new business to report.

13. **Next Meeting** is scheduled for Monday, April 17, 2013 following the AGM to elect the new Executive for the Board. The next regular Board meeting will be held on May 13, 2013.

14. **Meeting Conclusion**

**Moved ( Darlene Greenlees )/Seconded (Gary Shultz )/CARRIED**

**That** the meeting be closed at 7:52 pm.

**Resolution 2013/18**

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Darlene Greenlees – Secretary

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Jean Cooper – Chair