

**PITTSBURGH COMMUNITY BENEFIT FUND**

**Minutes from the Board of Director's Meeting  
MARCH 5, 2012**

**Present:**

Jean Cooper, Chair	Darlene Greenlees, Secretary
Amanda Milliken, Vice Chair	Dave Campbell
George Sutherland	John Wilson
Brian Reitzel, Councillor	Dawn Ellis-Thornton (recorder)

**Regrets:**

Jeff McEwen	Richard Moller, Treasurer
Gary Shultz	Jeff Scott, Councillor

**1. Call to Order**

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:08 pm on Monday, March 5, 2012 at the Pittsburgh Township Library, by Chair Jean Cooper.

**2. Proof of Notice**

Verbal notice was provided to Directors at the February meeting due to the timing of the meeting.

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

None reported

**4. Approval of Agenda**

**Moved (Amanda Milliken)/Seconded (Brian Reitzel)/CARRIED**  
**That** the agenda be approved as distributed.

**Resolution 2012/21**

**5. Approval of Minutes - Monday, February 20, 2012**

**Moved ( Darlene Greenlees )/Seconded ( Amanda Milliken )/CARRIED**  
**That** the minutes be adopted as written.

**Resolution 2012/22**

**6. Business Arising From Minutes**

- Item 6 – Pittsburgh Women's Institute. The Board has been advised that the PWI has disbanded.

**Moved ( Amanda Milliken )/Seconded ( George Sutherland )/CARRIED**  
**That** the Board withdraw funding for the PWI until such time as they successfully regroup.

**Resolution 2012/23**

- Item 9, sub-section 8 – The Board has received an email from Joyce MacLeod-Kane advising that she does not want to pursue motion. The motion has been withdrawn.
- Item 9, Review of By-laws – In the interest of time, review and approval of the draft by-laws will be deferred until after the Annual General Meeting.
- Item 6 - Projects – The Board received notice from a member that an additional project application was submitted in December, but due to unknown circumstances, was not received. This application from the Pittsburgh Historic Society requesting funds for a French translation plaque received due process and was dealt with as an addendum to the projects. After considerable discussion, the vote was called.

**Moved ( Brian Reitzel )/Seconded ( Amanda Milliken )/LOST**

**That** the Board accept the proposal by the Pittsburgh Historical Society and cover the costs for the plaque.

**Resolution 2012/24**

**Moved ( Dave Campbell )/Seconded ( John Wilson )/CARRIED**

**That** the Board recommend that the requester approach other government agencies to solicit funding and come back to the PCBF for possible funding assistance if required.

**Resolution 2012/25**

- Item 8.6 – Scholarships – a copy of the scholarship application was emailed to all secondary schools who normally submit applications, advising of the deadline. Still waiting to hear back from St. Lawrence College regarding the matching funds from the Province.

**7. Nomination Committee Report – John Wilson**

The Nominating Committee fulfilled its mandate to ensure sufficient nominees are received to fill the three (3) rotating vacancies on the Board. Five (5) names have been brought forward: Dave Campbell, Joyce MacLeod-Kane, Gary Shultz, Pierre Tasse and John Wilson. The Nominating Committee unanimously recommends that these names be put forward to the membership for consideration and vote.

**Moved ( John Wilson )/Seconded ( George Sutherland )/CARRIED**

**That** the Board accept the Nomination Committee's recommendations and publish the names in the Annual Report.

**Resolution 2012/26**

**8. Lions Club Tree Planting Project – Jean Cooper**

The PCBF has been approached by the Lions Club regarding a global "greening" campaign to plant one million trees. The Club would provide both the trees and the labour and have asked the PCBF to help determine suitable locations to plant the trees. It was agreed that the partnership would receive mention in the Annual Report, and that copies of their flyer would be posted on the PCBF website and distributed at the Annual General Meeting.

**Moved ( Brian Reitzel )/Seconded ( George Sutherland )/CARRIED**

**That** the Board partner with the Lions Club to find locations to plant the trees in the former Pittsburgh Township.

**Resolution 2012/27**

**9. Reports**

**9.1 Chair – Jean Cooper**

Nothing to report

**9.2 Secretary – Darlene Greenlees**

The financial accounting from the 2011 event has been received from the Joyceville Women's Institute.

**9.3 Treasurer – Jean Cooper (in Richard Moller's absence)**

- The draft Audited Financial Statement was received and reviewed. The Board questioned Item 3: "Interfund transfers and internally restricted net assets". Dawn Ellis-Thornton to email the Treasurer to request if there was an error in this section and come back to the Board if further direction is required. As the Financial Statement needs to be adopted by the Board prior to the Annual General Meeting, a brief meeting has been scheduled for Monday, March 12<sup>th</sup>.

**Moved ( Amanda Milliken )/Seconded ( Dave Campbell )/CARRIED**

**That** the following invoice be paid:

- |    |   |          |
|----|---|----------|
| 1) | Dawn Ellis-Thornton, administrative services            | \$540    |
| 2) | Digi-Graphics, unaddressed mail costs for Annual Report | \$905.22 |
| 3) | LaSalle Secondary, refreshments for AGM                 | \$400    |

**Resolution 2012/28**

**9.4 Investment Committee – George Sutherland**

Copies of the Pittsburgh Community Benefit Fund Portfolio Evaluation as of February 29, 2012 were previously emailed.

**9.5 Projects Chair – Gary Shultz**

Nothing further to report.

**9.6 Scholarship Chair**

One scholarship application has been received to date.

9.7 **Parks Committee – Jean Cooper**

Jean Cooper and Amanda Milliken will represent the Board on the Grass Creek Park Visioning Project; Richard Moller and Darlene Greenlees will be the alternates.

9.8 **Process and Procedures Committee**

Nothing to report.

10. **Preparations for Annual General Meeting**

**Moved ( Amanda Milliken )/Seconded ( Brian Reitzel )/CARRIED**

**That** the Board pre-approve up to \$5,000 for the preparation and printing of the Annual Report.

**Resolution 2012/29**

**Moved ( John Wilson )/Seconded ( George Sutherland )/CARRIED**

**That** the Board present a motion at the Annual General Meeting for Members to affirm the past actions of the Board and approve the continuance of rules and regulations in the following year, subject to the Chair getting clarification from the lawyer on By-law #40 and whether it is required to re-affirm standing. By-law 40 reads “*The Board of Directors may prescribe such rules and regulations not inconsistent with these by-laws relating to the management and operation of the Corporation as they deem expedient, provided that such rules and regulations shall have force and effect only until the next Annual Meeting of the members of the Corporation when they shall be confirmed and, failing such confirmation at such Annual Meeting of members, shall at and from that time cease to have any force and effect.*”

**Resolution 2012/30**

11. **New Business**

There was no new business brought forward at the meeting.

12. **Next Meeting** is scheduled for Monday, March 12, 2012 at 6:30 pm, provisional on the response from Treasurer/Auditor.

13. **Closing the Meeting**

**Moved ( Dave Campbell)/Seconded ( Darlene Greenlees)/CARRIED**

**That** the meeting be closed at 8:17 pm.

**Resolution 2012/31**

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Darlene Greenlees – Secretary

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Jean Cooper – Chair