

**PITTSBURGH COMMUNITY BENEFIT FUND**

**Minutes from the Board of Director's Meeting  
MARCH 9, 2015**

**Present:**

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

**Regrets:**

Amanda Milliken	Richard Allen, Councillor
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**Guest:**

Rebecca Prophet, Audit Manager, KPMG

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 March 9, 2015 at the Pittsburgh Township Library, by Chair Jean Cooper. The Chair welcomed to Rebecca Prophet 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( Ryan Boehme )/Seconded ( Colin Youngman )/CARRIED**  
**That** the agenda be approved as distributed.

**Resolution 2015/32**

5. **2014 Draft Audit Report**

KPMG Audit Manager Rebecca Prophet explained the audit process and preparation of the financial statements to the Board. A draft was pre-circulated to the Board prior to tonight's meeting for review; there were no issues raised with the report. The last step is to receive a signed management representation letter from the Chair John Uliana disclosing that they answered all questions.

**Moved( John Uliana )/Seconded( Richard Moller )/CARRIED**  
**That** the Board accept the 2014 Audited Financial Statements for presentation at the Annual General Meeting.

**Resolution 2015/33**

Rebecca Prophet will attend the Annual General Meeting and present the Financial Statements to the membership.

Jeff McEwen arrived at 7:17 pm

6. **Approval of Minutes**

**Moved ( Gary Shultz )/Seconded ( John Uliana )/CARRIED**  
**That** the minutes of the Board meeting of February 23, 2015 be approved as amended.

**Resolution 2015/34**

7. **Business Arising From Minutes**

There was no Business Arising from the Minutes.

8. **Equipment Purchased for Policy/Emergency Services**

Correspondence has been received from the Kingston Police advising that assets previously purchased with funds provided by the PCBF have been declared surplus and are slated for disposal. They have requested authorization to auction the equipment and donate the money to Charity. Chair Cooper brought this request to the Board for discussion and it was agreed that any funds from the auction should be returned to the PCBF per the Board policy regarding grants.

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

**That** the Board accept Kingston Police's offer to auction off the named assets in their correspondence of February 17, 2015 and request they return any surplus funds to the PCBF.

**Resolution 2015/35**

9. **Preparations for Annual General Meeting**

- A third nomination form has been received; nominees to date include Colleen Emmerson, Gary Shultz and Colin Youngman
- In order to comply with the PCBF By-laws, a fourth representative is required for the Nominations Committee.

**Moved ( Joyce MacLeod-Kane )/Seconded ( Richard Moller )/ CARRIED**

**That** PCBF Member Dawn Ellis-Thornton be added to the Nominations Committee.

**Resolution 2015/36**

- The final draft of the Annual Report will be circulated to the Board via email once available for review/comment.

**Moved ( John Uliana )/Seconded ( Ryan Boehme )/ CARRIED**

**That** the Board approve the payment to DigiGraphics in the amount of \$1133.05 for the associated mailing costs for the annual report.

**Resolution 2015/37**

**Moved ( John Uliana )/Seconded ( Colin Youngman )/ CARRIED**

**That** the Board authorize payment to DigiGraphics in the amount of \$1309.90 for printing and preparing the annual report for mailing.

**Resolution 2015/38**

**Moved ( Joyce MacLeod-Kane )/Seconded ( Richard Moller )/ CARRIED**

**That** the 2015 proxy form be posted on the PCBF website within 48 hours.

**Resolution 2015/39**

10. **Reports**

10.1 **Chair - Jean Cooper**  
Nothing additional to report.

10.2 **Secretary – Darlene Greenlees**

Nothing to report.

10.3 **Treasurer - John Uliana**

KPMG had been invited to attend the meeting in case the Board had any questions.

Projects approved in previous years for phased-in funding have been requested to submit a progress report with proof of expenditures in order to receive the 2015 installment. To date, Holy Name Catholic School has provided this information.

10.4 **Investment Committee – Colin Youngman**

There hasn't been any changes to the portfolio since last report.

10.5 **Projects Chair – Gary Shultz**

Covering letters and contracts have been sent to all successful project coordinators and those that were declined have been contacted by phone.

10.6 **Scholarship Committee – Darlene Greenlees**

The agreement with St Lawrence College for the additional endowment has been signed and the cheque for \$25,000 will be issued.

The 2015 scholarship application has been posted on the website.

10.7 **Grass Creek Park**

Nothing new to report.

11. **New Business**

Three scrutineers will be recruited for the AGM including Gary Bullock and Anne Levac.

12. **Next Meeting** will be scheduled for Monday, April 29, 2015, immediately following the Annual General Meeting. The Board was requested to keep the third Monday in April open for a meeting at the call of the Chair if required.

13. **Meeting Conclusion**

**Moved ( Ryan Boehme )/Seconded ( Richard Moller )/ CARRIED**

**That** the meeting be concluded at 7:45 p.m.

**Resolution 2015/40**

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Jean Cooper – Chair

Minutes Prepared by  
Dawn Ellis-Thornton