

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
May 13, 2013**

Present:

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

Absent:

Brian Reitzel, Councillor	Jeff Scott, Councillor
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Regrets:

Jeff McEwen	Richard Moller, Treasurer
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1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:00 pm on Monday, May 13, 2013 at the Pittsburgh Township Library, by Chair Jean Cooper. Welcome to new members.

2. Proof of Notice

Notice was provided to Directors per the Bylaws.

3. Pecuniary Interests/Conflict of Interest

Joyce MacLeod-Kane declared that she will leave the meeting during the discussion about the 2013 scholarships as her daughter has submitted an application. Ms. MacLeod-Kane is not on the Scholarship Committee.

4. Approval of Agenda

Moved(Colin Youngman)/Seconded (Gary Shultz)/CARRIED
That the agenda be approved as distributed.

Resolution 2013/21

5. Approval of Minutes

Moved (Darlene Greenlees)/Seconded (Joyce MacLeod-Kane)/CARRIED
That the minutes of March 25, 2013 Board meeting be adopted as written.

Resolution 2013/22

Moved (Gary Shultz)/Seconded (Colin Youngman)/CARRIED

That the minutes of April 17, 2013 be adopted as written.

Resolution 2013/23

Moved (Colin Youngman)/Seconded (Gary Shultz)/CARRIED

That the draft minutes from the April 17, 2013 Annual General Meeting be received as written and brought forward to the Membership at the 2014 AGM for approval.

Resolution 2013/24

6. Business Arising From Minutes

The Board moved to correct an oversight from the Annual General Meeting as a motion to destroy the ballots was not put forward.

Moved (John Uliana)/Seconded (Gary Shultz)/CARRIED

That the ballots from the 2013 Annual General Meeting be destroyed.

Resolution 2013/25

7. Establishment of Committees

Directors volunteered to sit on the Board Committees:

Scholarship Committee:

Committee Chair – Colin Youngman;

Members - Jean Cooper, Darlene Greenlees, Jeff McEwen, and John Uliana

Project Committee:

Committee Chair - Gary Shultz;

Members - Jean Cooper, Darlene Greenlees, Joyce MacLeod-Kane, Jeff McEwen, Amanda Milliken

Investment Committee:

Committee Chair - Jeff McEwen;

Members - Jean Cooper, Richard Moller, John Uliana, Colin Youngman

Parks Committee:

Jean Cooper and Amanda Milliken will continue as primary PCBF representatives on the Parks Committee, with Richard Moller and Darlene Greenlees continuing as alternates.

8. 2013 Scholarships

Joyce MacLeod-Kane excused herself from the meeting due to a conflict of interest.

Scholarship Chair, Colin Youngman, reported that the Scholarship Committee met to review the 44 received applications for the \$1,000 scholarships, and presented their recommendations. The Committee also recommended that an additional five scholarships be awarded this year due to the large number of applications. The successful applicants will be announced on the PCBF website following the graduations ceremonies.

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

That the Board approve an additional five scholarships be awarded this year.

Resolution 2013/26

Moved (Colin Youngman)/Seconded (Jean Cooper)/CARRIED

That the recommendations of the Scholarship Committee be approved.

Resolution 2013/27

Joyce MacLeod-Kane returned to the meeting.

Board volunteer attendance at the graduation ceremonies was confirmed.

9. Liability and Disclaimer Statements

The Board discussed the potential liability issues that could result from funded projects, e.g. playground equipment. The funding contract contains a relevant clause stipulating *that the PCBF is not responsible or liable for the quality of design, construction, and maintenance of the project, and is not responsible or liable for any loss or damages arising out of or connected with the project.* Directors are also covered through errors and omissions liability insurance.

10. Reports

10.1 Chair – Jean Cooper

The Chair reported on the most recent meeting for the Grass Creek Park Committee. One of the issues brought forward was from the dog walkers who were concerned that the proposed changes would reduce the size of the off-leash dog park.

10.2 Secretary – Darlene Greenlees

The Secretary presented several invoices that have been received in the mail, which will be addressed under the Treasurer's report.

10.3 Treasurer - Presented on behalf of Treasurer, Richard Moller

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

That the Board approve the following payments:

- Dawn Ellis-Thornton, administrative services \$480.00
 - Cunningham Swan, legal services \$630.26
 - Kingston On-Line Services, domain name \$168.82
 - Digi-Graphics, printing and prep for additional mailing \$585.62
- \$467.82

Resolution 2013/28

Signed project contracts have been received from, and payments made to:

- Pittsburgh Softball Association \$5000
- St John's Presbyterian Church \$20,500
- Joyceville Women's Institute \$3,115
- Pittsburgh Community Gardens \$2,115
- Barriefield Rock Garden \$6,231
- Holy Name Catholic School – Computers \$15,000
- Holy Name Catholic School – Outdoor Classroom \$14,000
- LaSalle Secondary School Electronic Sign \$15,000
- LaSalle Links Interact Volunteer Service Project \$5,000
- Sheep Dog Trials Inc. – Procurement of Sheep \$10,385
- St Barnaby's Catholic Church \$15,000

The Board discussed the need to have a contingency supply of cheques for the Toronto Dominion operating account in the event that the Treasurer was unable to attend a Board meeting.

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

That Dawn Ellis-Thornton prepare a letter to the TD Bank for the Chair's signature, ordering a book of cheques for the PCBF account.

Resolution 2013/29

10.4 **Investment Committee –**

Jeff McEwen will be contacted and asked if he would accept the position of Investment Committee Chair. A meeting with Wood Gundy is to be scheduled with the new committee members.

Copies of the Wood Gundy monthly financial reports will be emailed to all Board members for their information.

10.5 **Projects Chair – Gary Shultz**

Mr. Schultz reported that a form letter has been received from a local Scout troop requesting a donation. While project applications can be accepted throughout the year, this request will be denied as it is for a donation, not a project.

11. **New Business**

There was no new business brought forward.

12. **Next Meeting** is scheduled for Monday, October, 21 , 2013 at 7:00 pm, unless an earlier meeting is required.

13. **Meeting Conclusion**

**Moved (Joyce MacLeod-Kane)/Seconded (Gary Shultz)/CARRIED
That** the meeting be closed at 7:37pm.

Resolution 2013/30

Darlene Greenlees – Secretary

Jean Cooper – Chair