

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
May 16, 2016**

Present:

Jean Cooper, Chair	Darlene Greenlees, Secretary
Colleen Emmerson, Treasurer	Rhonda Evans (Doyle)
Rodger Compton	Jeff McEwen
Luke McEachnie	
Dawn Ellis-Thornton (recorder)	

Regrets:

Colin Youngman	Amanda Milliken
Richard Allen	Ryan Boehme

Guests:

None

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:09 pm on Monday May 16, 2016 at Holy Name Catholic School, by Chair Jean Cooper. The Chair welcomed new Board members Luke McEachnie and Rodger Compton.

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 (Darlene Greenlees) /Seconded (Colleen Emmerson) /CARRIED
That the agenda be approved as amended.

Resolution 2016/14

5. Approval of Minutes

Moved (Rhonda Evans Doyle) /Seconded (Darlene Greenlees) /CARRIED
That the Minutes from the March 21, 2016 Board meeting be approved.

Resolution 2016/15

Moved (Rhonda Evans Doyle) /Seconded (Rodger Compton) /CARRIED
That the Minutes from the April 27, 2016 Board meeting be approved.

Resolution 2016/16

Moved (Rhonda Evans Doyle) /Seconded (Colleen Emmerson) /CARRIED
That the Minutes from the April 27, 2016 Annual General Meeting be adopted.

Resolution 2016/17

The Board addressed the disappointing attendance at the April Annual General Meeting and discussed ideas on how the Board could get more exposure in the community, including having representatives attend speaking forums updating citizens about City/Township activities, attending Kingston East Business Association meetings or contributing a PCBF column to the Kingston East newspaper and/or website.

6. Business Arising From Minutes

The Board discussed the comment made at the AGM regarding the activities of the PCBF's auditors' parent company. KPMG has been the Board's auditors for at least seven years, but it was agreed that three quotes for this service should be obtained prior to the next AGM due to the amount of the expenditure. This item will be included on the agenda for the October meeting.

7. Scholarship Committee Recommendations

Darlene Greenless thanked Rhonda Evans Doyle for opening her home for the Scholarship Committee meeting. The Committee carefully reviewed 34 applications against the requested criteria and made their recommendation for fifteen awards of \$1,500 each.

Moved (Darlene Greenless) /Seconded (Colleen Emmerson) /CARRIED

That the Board accept the recommendation of the Scholarship Committee and award a \$1,500 scholarship to: Broyden Johnson, Kurtis Long, Elyse Fitzgerald, Hailey McLaren, Annie King, Aiden Bennett, Jamie Mumby, Olivia Pearson, Finn Wood-Westerberg, Jake Roberts, Bridget Mulholland, Ben Selkirk, Kathryn Johnston, Dominique Drouin and Emma Lefebvre.

Resolution 2016/18

It was agreed that Rhonda Evans Doyle would attend the graduation ceremonies at Regiopolis-Notre Dame and Jean Cooper and Darleen Greenless would attend at LaSalle.

The application process was discussed and it was agreed that the current system is labour intensive for the Board which results in significant costs for both labour and photocopy costs. It was proposed that the future process be that the respective school offices collect six copies from each student, which would then be collected by the Board at the deadline. This would allow the guidance counselors the opportunity to review the application for completeness as well as alleviate the issues that have occurred with students emailing in their applications. Schools will be notified in the Fall.

8. Projects

a. Holy Name Church Roof Repairs: Decision on this project had been deferred until three quotes had been received; only one received by deadline in amount of \$247,000. Jeff McEwen offered to assist Holy Name with the tender process as quotes must all be for the same design. As the roof is in such a condition that the church must complete the repairs this summer, the Board discussed approving the project based on the one quote that was received.

Moved (Jeff McEwen) /Seconded (Jean Cooper)/CARRIED

That the Board approve funding this project to an amount of \$90,000, paid in equal installments of \$30,000 over three years.

Resolution 2016/19

b. **Movies in the Park** - The application for this project is still to come.

c. **Ladies Walk and Talk and Colonel By Lake Association** - applications were received from these organizations after the deadline. They will be contacted and invited to reapply in the Fall for 2017 funding.

9. Reports

9.1 Chair - Jean Cooper

Nothing new to report.

9.2 Secretary – Darlene Greenlees

Nothing new to report.

9.3 Treasurer - Colleen Emmerson

Moved (Colleen Emmerson)/Seconded (Darlene Greenlees)/CARRIED

That the following invoices be approved for payment:

Viridian Design- upgrade email capacity	\$73.49
Dawn Ellis-Thornton- administrative services	\$541.20
Kingston On-line Services - annual domain registration	\$168.82
Cunningham Swan - legal opinion and attendance at AGM	\$1,635.38

Resolution 2016/20

9.4 Investment Committee – Colin Youngman

The 2016/17 Committee is comprised of Colin Youngman (Committee Chair), Rodger Compton, Luke McEachnie, Jeff McEwen, Colleen Emmerson, Jean Cooper.

9.5 Projects Chair – Jeff McEwen

The 2016/17 Committee is comprised of Jeff McEwen (Committee Chair), Rodger Compton, Luke McEachnie, Darlene Greenlees, Rhonda Evans Doyle and Jean Cooper. Jean will ask Amanda Milliken if she wishes to sign on this committee again this year.

9.6 Scholarship Committee – Darlene Greenlees

The 2016/17 Committee is comprised of Darlene Greenlees (Committee Chair), Rodger Compton, Colleen Emmerson, Rhonda Evans Doyle, Colin Youngman and Jean Cooper.

9.7 **Grass Creek Park**

Jean Cooper and Amanda Milliken will continue to represent the PCBF by virtue of the positions on the Executive.

10. **New Business**

There was no new business to report.

11. **Next Meeting** will be scheduled for Monday October 17, 2016 , 7 pm at Holy Name Catholic School unless called by the Chair.

12. **Meeting Conclusion**

The meeting concluded at 8:38 p.m.

Jean Cooper – Chair

Dawn Ellis-Thornton, Recording