

**PITTSBURGH COMMUNITY BENEFIT FUND**

**Minutes from the Board of Director's Meeting  
MAY 17, 2011**

**Present:**

Jean Cooper	Darlene Greenlees
Richard Moller	Amanda Milliken
Dave Campbell	Jeff McEwen
Gary Shultz	John Wilson
Dawn Ellis-Thornton (recorder)	

**Regrets:** Brian Reitzel, Councillor      Jeff Scott, Councillor  
George Sutherland

**1. Call to Order**

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:04 pm on Tuesday, May 17, 2011 at the Pittsburgh Township Library, by Chair Jean Cooper. The Chair welcomed the new Directors to the Board, and provided a brief history of the Board and its objectives.

**2. Proof of Notice**

The Notice of Meeting was distributed in accordance with the By-Laws.

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

None reported.

**4. Approval of Agenda**

**Resolution 2011/41**

**Moved by:** Jean Cooper  
**Seconded by:** Gary Shultz  
**That** the agenda be approved as distributed.

CARRIED

**5. Approval of Minutes - Monday, March 14, 2011**

**Moved by:** Richard Moller  
**Seconded by:** Darlene Greenlees  
**That** the minutes be adopted as written.

**Resolution 2011/42**

CARRIED

6. **Approval of Minutes - Monday, April 18, 2011**

**Moved by:** Gary Shultz  
**Seconded by:** Amanda Milliken

**Resolution 2011/43**

**That** the minutes be adopted as amended.

CARRIED

7. **Review of 2011 Annual General Meeting Minutes**

The draft minutes were reviewed, received as written and will be tabled at the 2012 AGM for approval.

8. **Business Arising From Minutes**

There was no new business arising from the minutes.

9. **Spending Authorities**

Whereas Section 19 of the By-laws empowers the Board to authorize expenditure on behalf of the Corporation,

And Whereas Section 21 of the By-laws establishes the Officers of the Corporation,

Be it resolved that the Board authorizes the following spending authorities:

- The President may authorize payment of any single, non-recurring expenditure not in excess of \$200, and
- Any three Officers may authorize payment of any single, non-recurring expenditure not in excess of \$1,000.

Be it further resolved that all expenditures authorized under these authorities shall be reported by the Treasurer to the Board at its next meeting.

Be it further resolved that these authorities shall be reviewed by the Board annually no later than at the second meeting of the Board following the Annual General Meeting of the Corporation.

**Moved by:** Richard Moller  
**Seconded by:** Jeff McEwen

**Resolution 2011/44**

CARRIED

Richard Moller to submit the letter authorizing signatories to the TD Bank.

10. **Establishment of Committees**

Directors volunteered to sit on the Board Committees; as there were Board members not in attendance, they will have an opportunity to add or remove their name at the next meeting.

**Scholarship Committee:**

Committee Chair – Jean Cooper, Dave Campbell, George Sutherland,  
Jeff McEwen, Darlene Greenlees.

**Project Committee:**

Committee Chair - Gary Shultz, Dave Campbell, Richard Moller, Amanda Milliken, Jeff McEwen, Jean Cooper

**Investment Committee:**

Committee Chair - George Sutherland, John Wilson, Richard Moller, Jean Cooper, Jeff McEwen

**Parks Committee:**

Establishment of Parks Committee will be deferred until the letter of clarification has been received from the City of Kingston

**Process and Procedures Committee:**

Committee to be struck as required

**11. Reports from the Previous Committees**

**11.1 Treasurer**

**Moved by:** Richard Moller  
**Seconded by:** Dave Campbell  
**That** the following invoice be paid:

**Resolution 2011/45**

1) Dawn Ellis-Thornton, administrative services \$405

CARRIED

**11.2 Projects**

To follow-up the discussions of the March Board meeting, Joyceville Public School was contacted with a request that they secure matching funds from the parent council for their project submission. Principal Scott Morency confirmed that the council will provide matching funds of \$1,400.

**Moved by:** Gary Shultz  
**Seconded by:** Jeff McEwen

**Resolution 2011/46**

**That** the Board approve matching funds for the Joyceville Public School audio-visual project in the amount of \$1,400.

CARRIED

Dawn Ellis-Thornton to forward a copy of the funding contract to the school.

**11.3 Scholarship Chair**

Copies of the scholarship application packages were distributed to the Scholarship Committee for review prior to the committee meeting. Meeting date to be scheduled prior to the June Board meeting.

12. **New Business**

- 12.1 Richard Moller introduced a motion to address recurring invoices received in between meetings.

Whereas Section 19 of the By-laws empowers the Board to authorize expenditure on behalf of the Corporation,

And Whereas Section 21 of the By-laws establishes the Officers of the Corporation,

Be it resolved that the Board authorized the Treasurer to make payments of recurring expenses on behalf o the Corporation so long as no individual payment shall exceed \$2,000.

Be it further resolved that the Treasurer shall report all payments under this payment to the Board at its next meeting.

**Moved by:** Richard Moller  
**Seconded by:** Gary Shultz

**Resolution 2011/47**

CARRIED

- 12.2 A letter was received on PCBF email address requesting the Board consider funding park benches by the Tim Horton's on Highway 15. As the sidewalk is maintained by the City, Dawn Ellis-Thornton will forward the email to Brian Reitzel to determine whether there is something the City can do to accommodate this request. Failing that, the request will be deferred to the Projects Committee.

- 12.3 The 2011 Board of Directors Contact List was distributed at the meeting.

13. **Next Meeting** is scheduled for Monday, June 20, 2011 at 7:00 pm.

14. **Adjournment**

**Resolution 2010/48**

**Moved by:** Richard Moller  
**Seconded by:** Amanda Milliken  
**That** the meeting be adjourned at 7:37 pm

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Darlene Greenlees – Secretary

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Jean Cooper – Chair