

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
May 28, 2012**

Present:

Jean Cooper, Chair	Darlene Greenlees, Secretary
Amanda Milliken, Vice Chair	Richard Moller, Treasurer
Joyce MacLeod-Kane	Jeff McEwen
Gary Shultz	George Sutherland
Colin Youngman	Dawn Ellis-Thornton (recorder)

Regrets: Brian Reitzel, Councillor Jeff Scott, Councillor

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:03 pm on Monday, May 28, 2012 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

None reported.

4. Approval of Agenda

Moved Colin Youngman)/Seconded (Joyce MacLeod-Kane)/CARRIED

That the agenda be approved as distributed.

Resolution 2012/38

5. Approval of Minutes

Moved (Richard Moller)/Seconded (Jeff McEwen)/CARRIED

That the minutes of March 12, 2012 Board meeting be adopted as written.

Resolution 2012/39

Moved (Colin Youngman)/Seconded (George Sutherland)/CARRIED

That the minutes of April 18, 2012 be adopted as written.

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

That the draft minutes from the April 18, 2012 Annual General Meeting be received as written and brought forward to the Membership at the 2013 AGM for approval.

Resolution 2012/40

6. **Business Arising From Minutes**

None

7. **Establishment of Committees**

Directors volunteered to sit on the Board Committees:

Scholarship Committee:

Committee Chair – George Sutherland; Members - Jean Cooper, Jeff McEwen, Darlene Greenlees and Colin Youngman

Project Committee:

Gary Shultz, Darlene Greenlees, Joyce MacLeod-Kane, Richard Moller, Amanda Milliken, Jeff McEwen

Moved (Jeff McEwen)/Seconded (Amanda Milliken)/CARRIED

That Gary Shultz be appointed as Committee Chair.

Resolution 2012/41

Investment Committee:

Jean Cooper, Colin Youngman, George Sutherland, Richard Moller, Jeff McEwen

Moved (Jeff McEwen)/Seconded (Colin Youngman)/CARRIED

That George Sutherland be appointed as Committee Chair.

Resolution 2012/42

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. **Reports**

8.1 **Chair – Jean Cooper**

A request made to revisit the project request previously made for the Barriefield Historic Plaque Project will be reviewed under the Projects Report.

8.2 Secretary – Darlene Greenlees

Nothing to report at this time.

8.3 Treasurer – Richard Moller

The Treasurer reported that the cheque refunding the 10% discount has been received from Upper Canada Insurance for the Board's insurance coverage.

Moved (Richard Moller)/Seconded (Amanda Milliken)/CARRIED

That the Board approve the following payments:

- | | |
|--|-----------|
| ▪ KPMG for FY 2011 auditing services | \$7243.30 |
| ▪ Cunningham Swan for FY 2011 legal services | \$2352.66 |
| ▪ Dawn Ellis-Thornton, administrative services | \$480.00 |

Resolution 2012/43

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

- | | |
|--|----------|
| ▪ Holy Name of Jesus Church | \$12,500 |
| ▪ St John's Church | \$6,000 |
| ▪ Joyceville Women's Institute | \$3,069 |
| ▪ Pittsburgh Community Gardens | \$2,790 |
| ▪ Barriefield Rock Garden | \$6,138 |
| ▪ Joyceville Public School Memorial Stone | \$1,500 |
| ▪ Sheep Dog Trials Inc. – Procurement of Sheep | \$10,230 |

Mr. Moller reported that he requested the advice of the auditors on an appropriate accounting software to help streamline the bookkeeping process and reduce fees; KPMG recommended Simply Accounting Pro 2012.

Moved (Richard Moller)/Seconded (Amanda Milliken)/CARRIED

That the Treasurer be authorized to purchase Simply Accounting Pro 2012, with the expenditure not to exceed \$300.

Resolution 2012/44

8.4 Investment Committee – George Sutherland

Mr. Sutherland reported that the Investment Committee met in April and agreed to move two tranches: \$25K out of Europe and reinvest another \$50K in US. The European tranches have been flipped, but the reinvestment in the US hasn't been done yet. Over time, there will be movement into non-hedge funds.

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

The next Investment Committee meeting is tentatively scheduled for July 16, 2012, 7 pm at the Wood Gundy office. A reminder notice will be sent out closer to the date.

8.5 Projects Chair – Gary Shultz

- **Barriefield Historic Plaque Project** – The Pittsburgh Historical Society has made a second request for funding of the French language plaque; the PCBF funded the English sign in 2001.

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

That the project be approved, and the funding contract be mailed to them.

Resolution 2012/45

- The **LaSalle Secondary 50th Anniversary Reunion** Committee has requested an audience with the PCBF at a future meeting to make a presentation for start-up funds. It was suggested that this be included with the regular project process early next year. Gary Shultz declared a conflict.
- Joyce MacLeod-Kane advised of additional projects that will be forthcoming when the call for funding applications is released: Holy Name School, St Martha School, St. Barnaby's Catholic Church and the Pittsburgh Softball Association.
- Amanda Milliken extended an invitation to Board members to attend the 25th Anniversary of the **Sheep Dog Trials**.
- The Projects Committee will meet in February after the 2013 project applications have been received.

8.6 Scholarship Chair – George Sutherland

The Scholarship Committee met to review the 28 applications that were received, and made their recommendations for the fifteen \$1,000 scholarships. The successful applicants will be announced on the PCBF website following the graduations ceremonies.

Moved (George Sutherland)/Seconded (Darlene Greenlees)/CARRIED

That the recommendation of the Scholarship Committee be approved.

Resolution 2012/46

Board volunteer attendance at the graduation ceremonies was confirmed.

8.7 Parks Committee – Jean Cooper

There has been no further activity on this Committee. Dawn Ellis-Thornton to request a status on the proceedings from the City.

8.8 Process and Procedures Committee

The Board has been requested by the Kingston Public Library administration to book the meeting room in the library in advance, both for security reasons and to avoid duplicate bookings. Dawn Ellis-Thornton has made a standing reservation for the third Monday of each month for the Board meeting, and Committee Chairs are requested to advise her of any additional meeting requests so she can forward to the Library administration office.

9. New Business

The Official opening of the Machin Soccer Field will take place in 2013. More to follow.

10. **Next Meeting** is scheduled for Monday, September 17, 2012 at 7:00 pm, unless an earlier meeting is required.

11. Meeting Conclusion

Moved (Richard Moller)/Seconded (Gary Shultz)/CARRIED

That the meeting be closed at 7:57 pm.

Resolution 2012/47

Darlene Greenlees – Secretary

Jean Cooper – Chair