

**PITTSBURGH COMMUNITY BENEFIT FUND**

**Minutes from the Board of Director's Meeting  
November 16, 2015**

**Present:**

Jean Cooper, Chair	Colleen Emmerson
Rhonda Evans (Doyle)	Jeff McEwen
Richard Allen, Councillor	Ryan Boehme, Councillor
Dawn Ellis-Thornton (recorder)	

**Regrets:**

Amanda Milliken, Vice Chair  
Darlene Greenlees, Secretary  
Richard Moller  
Colin Youngman

**Guests:**

None

**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 Monday November 16, 2015 at Holy Name Catholic School by Chair Jean Cooper.

**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( Colleen Emmerson ) /Seconded ( Ryan Boehme )/CARRIED  
That the agenda be approved as distributed.**

**Resolution 2015/50**

**5. Approval of Minutes**

**Moved ( Colleen Emmerson )/Seconded ( Jeff McEwen )/CARRIED  
That the minutes of the Board meeting of October 19, 2015 be approved.**

**Resolution 2015/51**

**6. Business Arising From Minutes**

The Board discussed the issues with the existing freewebs site and the recommendation to transfer to a new website provider that would be more reliable than the current situation. The Board would seek the most cost effective way to transfer the information over to the new site.

**Moved ( Ryan Boehme )/Seconded ( Rhonda Evans (Doyle) )/CARRIED  
That the freewebs website be cancelled and Kingston On-Line Services be approached to host the website for a one year trial period.**

**Resolution 2015/52**

The Board will do an analysis in a year's time ensure the additional fee charged by a local provider is worth paying for. The goal would be to get more traffic to the website and increase visibility of the Fund and the grant process.

## 7. Election of Treasurer

The Board discussed the requirement to elect a Treasurer for the duration of the 2015 Term, due to John Uliana's resignation. This item has been tabled for the next Board meeting. In the interim, Jean Cooper will introduce invoices for payment.

**Moved ( Rhonda Evans (Doyle )/Seconded ( Ryan Boehme )/CARRIED**

**That** the Board approve payment to Frank Cowen Insurance for Board liability insurance in the amount of \$7,963.92

**Resolution 2015/53**

**Moved ( Colleen Emmerson )/Seconded ( Ryan Boehme )/CARRIED**

**That** the Board approve payment of the annual Post Office Box renewal in the amount of \$176.28. The cheque will be made to Dawn Ellis-Thornton to recover her expenditure.

**Resolution 2015/54**

**Moved ( Colleen Emmerson )/Seconded ( Ryan Boehme )/CARRIED**

**That** the Board approve payment to Dawn Ellis-Thornton for administrative services rendered since the October Board meeting in the amount of \$300.00

**Resolution 2015/55**

## 8. Council Representation

Currently Richard Allen, who was elected to represent the Countryside District but lives in Glenburnie, does not meet the residency criteria as stipulated in the PCBF by-laws and therefore is not eligible to vote. Chair Cooper sought a legal opinion from the Board's legal counsel, who advised that the Board could approve a motion approving an interim opportunity to vote until an amendment to the by-laws could be brought forward to Members at the Annual General Meeting in April.

The current situation means that a majority of Members are not effectively represented. The motion would raise the profile of the PCBF and allow for issues to be brought forward to the City to fairly represent rural constituents.

**Moved ( Jeff McEwen )/Seconded ( Ryan Boehme )/CARRIED**

**That** the Councillors of Districts 1 and 12 have the opportunity to vote as a member of PCBF at meetings until the amendment to the PCBF by-laws can be presented to the general membership in April 2016.

**Resolution 2015/56**

A Notice of Motion will be included with Notice of Meeting for the AGM.

## 9. Reports

### 9.1 Chair - Jean Cooper

The date for the 2016 Annual General Meeting is set for Wednesday April 27<sup>th</sup> at 7 pm. The location will be discussed at the next Board meeting.

### 9.2 Secretary – Darlene Greenlees

No report

- 9.3 **Treasurer -**  
Previously addressed
- 9.4 **Investment Committee – Colin Youngman**  
Colin Youngman reported on the Investment Committee meeting held in November. Despite the global financial situation, the Fund was up approximately 11% over last year.
- 9.5 **Projects Chair – Jeff McEwen**  
The deadline for 2016 projects will be January 29, 2016, as recommended by the Board. A reminder notice will be sent to grant recipients who have not yet sent in interim reports for phased in payments.
- 9.6 **Scholarship Committee – Darlene Greenlees**  
Dawn Ellis-Thornton will revise the Scholarship application form and bring to the next meeting for review. The deadline will be set for Sunday May 1<sup>st</sup>.
- 9.7 **Grass Creek Park**  
Richard Allen provided an update on Grass Creek Park and the Waterfront Master Plan, and the Board discussed the \$500,000 financial commitment made by Members at the 2010 AGM. Ryan Boehme will send an email to Neil Unsworth to start a conversation about that commitment as any projects or extensions would need to be approved by the Membership. Chair Cooper will also draft an official letter as the risk of Membership not being willing to approve an extension needs to be identified in official capacity.

10. **New Business**

Richard Allen asked the Board to consider if there is a role the Board could play with regards to the new East End Community Centre. More to follow.

The Board revisited the previous discussion about the need to elect a Treasurer as the PCBF is a public board.

**Moved ( Rhonda Evans (Doyle) )/Seconded ( Ryan Boehme )/CARRIED**

That Jean Cooper be elected as Acting Treasurer until the next Annual General Meeting.

**Resolution 2015/57**

11. **Next Meeting** will be scheduled for Monday, December 7, 2015 at 7 pm at Holy Name Catholic School, unless advised otherwise.

12. **Meeting Conclusion**

The meeting concluded at 8:25 p.m.

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Jean Cooper – Chair

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Dawn Ellis-Thornton - Recording