

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
November 17, 2014**

Present:

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

Absent:

Jeff McEwen	Colin Youngman
Brian Reitzel, Councillor	Jeff Scott, Councillor

Guests:

Ryan Boehme, Council Elect, Pittsburgh
Karen Morin, Principal, St Martha's School
Megan Knott, St Lawrence College

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:07 pm on Monday November 17, 2014 at the Pittsburgh Township Library, by Chair Jean Cooper. Welcome guests: Megan Knott, St Lawrence College, Karen Morin, St Martha's School, and Ryan Boehme, Council Elect.

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(Jean Cooper) /Seconded (Gary Shultz)/CARRIED
That the agenda be approved as distributed.

Resolution 2014/35

5. Approval of Minutes

Moved (Gary Shultz)/Seconded (No seconder)/MOTION REJECTED
That the minutes of the Board meeting of October 20, 2014 be approved.

Moved (Joyce MacLeod-Kane)/Seconded (Darlene Greenlees)CARRIED
That the minutes of the Board meeting of October 20, 2014 be deferred to the next meeting to give the Board an opportunity to review.

Resolution 2014/36

6. Presentation - St Lawrence College

Per Board resolution 2014/32, October 20, 2014 Board meeting, Megan Knott, Senior Development Officer, St Lawrence College attended the meeting, and presented a proposal for a new endowment funded by the PCBF and a new financier. A new matching program is now in place at the College, with 1:1 matching funds up to \$25,000 provided by Knowledge First RESP program through their management fees. The PCBF would still maintain control of the award criteria, and could either use the interest to create a major impact for one or two students, or combine it with the existing bursary to increase the number of awards.

7. Presentation - St Martha's School

Karen Morin, Principal, St Martha's School, attended the meeting to clarify their request for additional expenses associated with the outdoor classroom project that were not included in the original application; an additional \$13,796.13 is required to complete the entire project. Ms. Morin reported that construction is complete with the exception of the shade sail, which will be temporarily installed, then stored for the winter. The official ribbon cutting and blessing will be held next Spring.

8. Business Arising From Minutes

This item is deferred to the next meeting pending approval of the draft minutes.

9. Discussion - St Martha's School Request

The Board discussed the request for additional funds for the outdoor classroom project, and debated the approval of projects out of cycle and the concern of perception of fairness.

Moved (John Uliana) /Seconded (Gary Shultz)

That the St. Martha's request for an additional \$13,796.13 be approved.

Amendment to the Motion

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

That the St Martha's request for an additional \$13,796.13 be referred to the Projects Committee for the 2015 fiscal year with other projects.

Resolution 2014/37

The original motion was amended by substituting the words "be approved" for the words "be referred to the Projects Committee for the 2015 fiscal year with other projects" so that if the amendment is carried, the motion will read "**That the St Martha's request for an additional \$13,796.13 be referred to the Projects Committee for the 2015 fiscal year with other projects**".

ORIGINAL MOTION AS AMENDED CARRIED

Resolution 2014/38

10. Discussion - St Lawrence College Proposal

The Board briefly discussed the history of the additional endowment proposal and suggested it be referred to the Scholarship Committee for review and recommendation.

MOVED (Joyce Macleod-Kane)/SECONDED (Darlene Greenlees) CARRIED

That the St Lawrence College endowment request be referred to the Scholarship Committee for consideration as soon as possible.

Resolution 2014/39

Scholarship Committee Chair, Darlene Greenlees, to arrange a Scholarship Committee meeting as soon as possible.

11. PCBF Mailing Address

MOVED (John Uliana)/ SECONDED (Gary Shultz) CARRIED

That the Board approve the expenditure of \$169.50 for the annual rental of a post office box at the Barriefield Postal Station and \$16.95 for the key deposit.

Resolution 2014/40

MOVED (Amanda Milliken) / SECONDED (Richard Moller) CARRIED

That the Board approve expenditure of \$176.22 for a four month change of address.

Resolution 2014/41

Darlene Greenlees will notify the Joyceville Post office that the account will be closed at the end of the current term, pick up last mail and return the key for the deposit return. Mail forwarding can be arranged at either post office.

Dawn Ellis-Thornton will post a change of address on the PCBF website.

12. Records Storage

Per the October 2014 meeting, information was obtained for a smaller, secure, climate controlled location to store the Board's records.

MOVED (Richard Moller)/ SECONDED (Amanda Milliken) CARRIED

That the Board authorize the expenditure of \$25/month (+HST) for the storage of the Association's records at Frank's Storage, 60 Rigney Street, Kingston.

Resolution 2014/42

13. Presentation to Kingston East Business Association (KEBA)

Jean Cooper and John Uliana were invited to attend the KEBA meeting on November 11, 2014 to make a presentation on the Board's history, mandate and funding history. A copy of the Powerpoint Presentation was distributed to the Board via email and was made available at the meeting. The information was well received by the KEBA members in attendance. Jean Cooper reported that one of the attendees has subsequently requested a funding application for a splash pad at the new community centre.

14. Reports

14.1 Chair - Jean Cooper

Nothing further to report

14.2 Secretary – Darlene Greenlees

- Letter received from Dan Finn, Principal of Holy Name Catholic School, inviting the Board to hold the 2015 AGM at their school. Discussion on this request to be tabled for the January meeting.

14.3 Treasurer - John Uliana

- Reported on the following standing expenditure:

Dawn Ellis-Thornton, Administrative Services, Oct - Nov \$315

- Reported that the Fund made marginal increases in October
- Advised of remaining expenditures for 2014 including final installment of soccer field payments, Board insurance and annual website renewal

14.4 Investment Committee – Colin Youngman

In Colin Youngman's absence, Chair Cooper advised that the next Investment Committee meeting is scheduled for December 9, 2014.

14.5 Projects Chair – Gary Shultz

The grant application was revised to include the 2015 deadline, new mailing address and requirement to obtain competitive quote for goods and services over \$50,000.

MOVED (Richard Moller) /SECONDED (Gary Shultz) CARRIED

That the 2015 grant application be approved as revised.

Resolution 2014/43

Joyce MacLeod-Kane advised that she would like to be included on the Projects Committee.

The approved application will be posted on the PCBF website.

14.6 Scholarship Committee – Darlene Greenlees

Previously addressed

14.7 Grass Creek Park

Amanda Milliken reported that she has been in contact with Neil Unsworth regarding fast forwarding some of the improvements scheduled for Grass Creek Park. It was suggested that Council would probably be in favour of the upgrades if they were funded through the PCBF.

Ryan Boehme advised that rural parks are emerging onto the City's radar.

15. **Items tabled for November Meeting:**

- **Scholarship Application and Criteria Review - Scholarship Committee:** To be deferred up an upcoming meeting.
- **Review of by-laws** for omnibus changes to bring them into compliance with new Bill that has passed through legislative assembly with changes to the Ontario Corporation Act - Richard Moller // Eric Bennett: Richard Moller reported that he will attempt to bring a draft to the Board for the next meeting, or send out prior for review. A motion will be required for the expenses associated with legal advice from Eric Bennett.

16. **New Business**

- Congratulations to Ryan Boehme on his election to City Council.
- Holy Name School dedication of playground equipment was featured in the recent edition of Snap'd newspaper.

17. **Next Meeting** will be scheduled for Monday, December 15, 2014.

18. **Meeting Conclusion**

The meeting concluded at 9:02 p.m.

Darlene Greenlees – Secretary

Jean Cooper – Chair