

**PITTSBURGH COMMUNITY BENEFIT FUND**

**Minutes from the Board of Director's Meeting  
NOVEMBER 21, 2011**

**Present:**

Jean Cooper	Darlene Greenlees
Amanda Milliken	Dave Campbell
Gary Shultz	George Sutherland
John Wilson	
Dawn Ellis-Thornton (recorder)	

**Regrets:**

Richard Moller	Jeff McEwan
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 7:04 pm on Monday, November 21, 2011 at the Pittsburgh Township Library, 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 (Amanda Milliken)/Seconded (Gary Shultz)/CARRIED**  
**That** the agenda be approved as distributed.

**Resolution 2011/61**

**5. Approval of Minutes - Monday, September 19, 2011**

**Moved (Darlene Greenlees)/Seconded (George Sutherland)/CARRIED**  
**That** the minutes be adopted as written.

**Resolution 2011/62**

**6. Business Arising From Minutes**

- Will defer discussion on monthly financial reports to the Committee Report section.
- As the Treasurer was not in attendance at the Board meeting, discussion on the confirmation of the process required to release funds to confirmed projects, including those approved by Members at the 2010 AGM will be deferred to an upcoming meeting.

## 7. Investment Policy

George Sutherland reported that the Investment Committee met a month ago to review and revise the Investment Policy. Mr. Sutherland will contact the Board's financial advisor, Marc Leblanc to request a copy be forwarded to Dawn Ellis-Thornton to distribute to the Board via email. This agenda item will be deferred to the next meeting.

## 8. Reports

### 8.1 Chair – Jean Cooper

Nothing to report.

### 8.2 Secretary – Darlene Greenlees

Correspondence received from St. John's Presbyterian Church with an update on the progress of the project to date.

### 8.3 Treasurer

In the absence of the Treasurer, Chair Jean Cooper introduced the need for Motions to approve the following payments:

**Moved (Amanda Milliken)/Seconded (Dave Campbell)/CARRIED**

**That** the following invoice be paid:

1) Dawn Ellis-Thornton, administrative services	\$450
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**Resolution 2011/63**

**Moved (Dave Campbell)/Seconded (George Sutherland)/CARRIED**

**That** the Board pre-approve payment to Thomson & Jemmett up to \$8,000 for Board members' indemnification insurance

**Resolution 2011/64**

**Moved (Dave Campbell)/Seconded (Gary Shultz)/CARRIED**

**That** the Board pre-approve payment to Canada Post up to \$200 for the renewal of the post office box rental

**Resolution 2011/65**

**Moved (Gary Shultz)/Seconded (Dave Campbell)/CARRIED**

**That** the Board pre-approve payment of the website renewal up to \$120

**Resolution 2011/66**

**Moved (John Wilson)/Seconded (Gary Shultz)/CARRIED**

**That** the Board pre-approve payment for placing project advertisements in the Kingston EMC and Kingston This Week up to \$300

**Resolution 2011/67**

It was reported that the second installment to the City of Kingston for the Soccer Fields has been paid in the amount of \$73,400.

**Moved (George Sutherland)/Seconded (John Wilson)/CARRIED**

**That** the payment to the City of Kingston be confirmed by the Board.

**Resolution 2011/68**

#### 8.4 Investment Committee – George Sutherland

- Copies of the Pittsburgh Community Benefit Fund Portfolio Evaluation as of Oct 31 was distributed at the meeting. The Investment Committee discusses this information at their quarterly meetings. The depth of information required at the Board meetings was discussed and it was agreed that the Board would like the full package emailed to them on a month basis, with a summary brought to the meetings for reference. As a “greening” initiative, only one copy of the full report will be brought to the meetings.
- As of October 31, 2011, the total portfolio value was \$3,547,583.
- The next meeting of the Investment Committee will be held in January.

#### 8.5 Projects Chair – Gary Shultz

- Correspondence received from St John’s Church to thank the PCBF for the funding and to provide an interim report of revenues and expenditures to date.
- No projects have yet been received for 2012.
- The Board agreed on the deadline of Friday, January 20, 2012 for project submissions. The Project Committee will review for the February meeting.

**Moved (John Wilson)/Seconded (George Sutherland)/CARRIED**

**That** all past procedures of the Board be reaffirmed for year 2011.

**Resolution 2011/69**

#### 8.6 Scholarship Chair

The deadline for scholarship applications was set for April 6, 2012. To ensure applications are reviewed and list of applicants approved by the Board on-time, it was agreed that it was important to ensure that Scholarship Chair is not one whose term expires at the next Annual General Meeting.

#### 8.7 Parks Committee – Jean Cooper

An email from Kristine Hebert, Parks & Open Space Planning Coordinator for the City of Kingston was read at the meeting. The email provided an update on the Grass Creek Park Working Group and laid out the anticipated next steps.

8.8 **Process and Procedures Committee**

- Amanda Milliken advised that the Sheep Dog Trials incorporated a year ago, and requested that the Board deal direct with the SDT for matters pertaining to funding rather than through the City of Kingston. In the discussion that ensued, a copy of the information for the new corporation was requested.
- A copy of the updated Bylaws was distributed at the meeting and will be tabled for review at the next meeting.

9. **New Business**

There was no new business brought forward at the meeting.

10. **Next Meeting** is scheduled for Monday, January 16, 2012 at 7:00 pm.

11. **Closing the Meeting**

**Moved (Gary Shultz)/Seconded (Darlene Greenlees)/CARRIED**  
**That** the meeting be closed at 8:08 pm.

**Resolution 2011/70**

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Darlene Greenlees – Secretary

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Jean Cooper – Chair