

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
October 20, 2014**

Present:

Jean Cooper, Chair	Amanda Milliken, Vice Chair
John Uliana, Treasurer	
Joyce MacLeod-Kane	Jeff McEwen
Gary Shultz	Colin Youngman
Dawn Ellis-Thornton (recorder)	

Absent:

Darlene Greenlees, Secretary	Richard Moller
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 7:05 pm on Monday October 20, 2014 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

Joyce MacLeod-Kane remarked that she will have a question about the scholarships under that agenda item.

Moved(Jean Cooper) /Seconded (Colin Youngman)/CARRIED

That the agenda be approved as distributed.

Resolution 2014/30

5. Approval of Minutes

Moved (Colin Youngman)/Seconded (Gary Shultz)/CARRIED

That the minutes of the Board meeting of May 26, 2014 be approved.

Resolution 2014/31

6. Business Arising From Minutes

1. The final cheque to the Limestone Board for Sir John A Macdonald playground equipment will be delivered this week.
2. Joyce MacLeod-Kane attended the Holy Name School Ribbon Cutting for the playground equipment and will forward photos for the website and annual report.

7. **St Martha's School Additional Request**

Correspondence from St Martha's School was previously distributed; Gary Shultz presented the request on behalf of the School in his role as Project Committee Chair. The School apologized for a discrepancy in their original funding request that was submitted and approved in the Spring as it did not include costing for engineering drawings, final contractor costs and HST after rebates, resulting in a \$13,796.27 shortfall. The Board discussed the letter at length and were concerned that the school's strategic plan to cover the shortfall this year would impact on student programs and services, and it only specifically requested \$4,891.62 for the musical instrument package. The consensus of the Board is to support the full amount, but in the interest of transparency, and to adhere to governing processes and principles, Directors can only address the specific request in the letter.

MOVED (Gary Shultz)/SECONDED (no seconder)/MOTION REJECTED

That the Board grant St Martha School \$13,796.13 to complete their outdoor classroom subject to a revised letter being received prior to awarding the funds.

Gary Shultz left the meeting at 7:42 p.m.

MOVED (Joyce MacLeod-Kane)/SECONDED (John Uliana)/MOTION FAILED

That the Board grant St Martha School \$4,891.62 as requested in the letter of July 25, 2014.

Recorded vote was requested:

In favour: Joyce MacLeod-Kane
John Uliana

Opposed: Jean Cooper
Jeff McEwen
Colin Youngman

In order to clarify the request from St. Martha's School, it was agreed by Board members that St Martha's School Principal should be invited to make a presentation at the November Board meeting. John Uliana, Treasurer, volunteered to contact the principal to discuss the letter submitted to the PCBF dated July 25, 2014 and to extend the invitation to attend the November meeting.

8. **Scholarship Correspondence**

The Board reviewed correspondence received over the course of the summer questioning the awarding of the 2014 scholarships. The Scholarship Committee Chair, Darlene Greenlees, will respond to the email with the Chair's assistance.

It was agreed that the Administrative Assistance will continue to respond to general email correspondence, but will forward more substantive queries to the appropriate Committee Chairs in the future.

Joyce MacLeod-Kane reported that she has received a question from a Member asking why the students cannot be advised of the recipients' names prior to the graduation ceremonies. This is a school decision, not the decision of the Board.

9. **St Lawrence College – Additional Endowment Update**

Amanda Milliken arrived at 8:00 p.m.

Correspondence received from St. Lawrence College (SLC) was reviewed. The College had approached the PCBF earlier this year, asking if the Board would still be interested in providing seed money for a new endowment if they could secure matching funds. SLC has now confirmed a new financier for \$25,000 and are interested in pursuing this further.

Moved (Amanda Milliken)/ Seconded (Colin Youngman)/CARRIED

That St Lawrence College be advised that the Board is interested in their proposal and invite Megan Knott, Senior Development Officer, to make a presentation at the November meeting.

Resolution 2014/32

10. **Records Storage**

John Uliana recommended that PCBF records should be retained in a secure location, primarily as officers can change on an annual basis. Records are currently stored in the homes of either a Board member or the Administrative Assistant. Quotes for secure, climate controlled storage units were reviewed, and it was requested to approach other companies whose specialty is to store smaller quantities of records .

This item is tabled for the next meeting. Dawn Ellis-Thornton to gather the requested information and report back at the November meeting.

It was suggested that records be retained for a period of 10 years.

11. **Reports**

11.1 **Chair – Jean Cooper**

Nothing additional to report.

11.2 **Secretary – Darlene Greenlees**

No report due to the Treasurer being absent.

11.3 **Treasurer - John Uliana**

Moved(John Uliana)/Seconded (Amanda Milliken)/CARRIED

That the following invoices be approved for payment:

Dawn Ellis-Thornton, Administrative Services, May to Oct \$495

Resolution 2014/33

The Treasurer advised that an invoice to Cunningham Swan for legal services in the amount of \$1,026.97 was paid in August, 2014.

John Uliana has developed a new reporting of monthly expenditures for both the TD and CIBC accounts, and distributed copies at the meeting. These updates will be brought forward to all future meetings to summarize the financial transactions for Board information. Banking will ultimately be amalgamated into the CIBC account when the balance at the TD Bank is at a zero balance as it is easier to track with one account. (TD Bank balance is currently \$88,486)

The Treasurer also distributed a summary tracking the Fund's performance - as of August 30th, there are \$4.5M investments plus the balance in the TD account. The Board will continue to receive this information on a regular basis, and Dawn Ellis-Thornton will continue to distribute the emailed monthly reports provided by CIBC, which are slightly different than the monthly statement that is received in the mail.

The Treasurer also reiterated the need to transfer the post office box from Joyceville to Barriefield Plaza to ensure timely pick-up of Board correspondence. Two keys should be requested to allow either the Treasurer or Administrative Assistant to pick up the mail.

Moved (John Uliana)/Seconded (Amanda Milliken)/CARRIED

That the post office box be transferred to the postal station at the Barriefield Plaza.

Resolution 2014/34

11.4 Investment Committee – Colin Youngman

Colin Youngman reported on the September Investment Committee meeting. The Committee approved three moves to sell some equities as they were starting to exceed the 60% threshold, and Marc Leblanc, Investment Advisor, recommended the Board stay the course in the current turmoil.

11.5 Projects Chair – Gary Shultz

This item was previously addressed

11.6 Scholarship Committee – Darlene Greenlees

This item was previously addressed

11.7 Grass Creek Park

There has been no further communication from the City of Kingston regarding Grass Creek Park. The Board agreed they would like to move forward with some enhancements to the park that can be completed in the short term, e.g. treating trees that have contracted ash bore and replanting those that need to be removed; washroom improvements. Amanda Milliken will meet with Neil Unsworth and report back to the Board.

12. **Items tabled for October Meeting:**

- **Scholarship Application and Criteria Review - Scholarship Committee. Table to November meeting.**

Joyce MacLeod-Kane received a question if a student can apply for a scholarship if they are taking on-line courses through SLC. Colin Youngman advised that the Scholarship Committee is currently reviewing the scholarship criteria to address several issues, including extra-curricular activities (sports vs theatre/ music), the requirement to be attending post-secondary education immediately following graduation year, and Trades.

- **Project procurement** - establish criteria for obtaining competitive quotes for goods + services and set policy on fundraising expectations - Richard Moller. **Table to November 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. **Table to November meeting.**

12. **New Business**

There was no New Business.

11. **Next Meeting** will be scheduled for Monday, November 17, 2014.

12. **Meeting Conclusion**

The meeting be closed at 8:36 p.m.

Darlene Greenlees – Secretary

Jean Cooper – Chair