

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
October 21, 2013**

Present:

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

Regrets:

Darlene Greenlees, Secretary	Richard Moller, Treasurer
Brian Reitzel, Councillor	Jeff Scott, Councillor

Guests:

Matt Dowling, Member

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, October 21, 2013 at the Pittsburgh Township Library, by Chair Jean Cooper. The Chair welcomed Pittsburgh Member Matt Dowling to the meeting.

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 (Joyce MacLeod-Kane) /Seconded (Gary Shultz)/CARRIED
That the agenda be approved as distributed.**

Resolution 2013/31

5. Approval of Minutes

**Moved (John Uliana)/Seconded (Amanda Milliken)/CARRIED
That the minutes of May 13, 2013 Board meeting be adopted as written.**

Resolution 2013/32

6. Business Arising From Minutes

Reference Item 10.3 - discussion about requirement for additional blank cheques for contingency purposes in the absence of the Treasurer. No new ones will be required as a supply has been located.

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

That the Board does not need to proceed with Resolution 2013/29, procurement of additional cheques for the TD operating account.

Resolution 2013/33

7. Pittsburgh Women's Institute - Re-Instatement of the Committee

The former Pittsburgh Women's Institute has formally advised that they have reinstated their committee under the name of South Pittsburgh Community (SPC). Pursuant to Board Resolution 2012/23 (March 5, 2012), the SPC has requested the PCBF reinstate the funding that was approved by Member vote at the 2010 Annual General Meeting.

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

Whereas the Board has been advised of the reinstatement of the former Pittsburgh Women's Institute under the name of South Pittsburgh Community, it is moved that annual funding be reinstated and a cheque be issued for their annual Seniors luncheon in December.

Resolution 2013/34

8. Reports

8.1 Chair – Jean Cooper

The Chair congratulated the Kingston Sheep Dog Trials on another well attended event this summer. Amanda Milliken advised that it is now one of the largest in North America. The contributions by the PCBF were acknowledged on site signage and figured prominently on the program.

A large number of thank you letters were received from St. Lawrence College and high school scholarship recipients. The Chair thanked Board members who volunteered their time to attend the high school convocation ceremonies last June.

An email was received from Member Graham Pugh thanking the PCBF for bringing the Grass Creek Park information forward.

8.2 Secretary – Darlene Greenlees

Due to a family illness, the Secretary was not in attendance at the meeting. The Board is thinking of Darlene and her family during this difficult time.

8.3 Treasurer - Presented on behalf of Treasurer, Richard Moller

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

That the Board approve \$510 payment to Dawn Ellis-Thornton for administrative services for the period June to October.

Resolution 2013/35

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

That the Board approve \$3,336.58 outstanding payment to Digi-Graphics for the printing, preparation and mailing of the 2013 annual report.

Resolution 2013/36

(Please note: Digi-graphics payment is for total of three invoices, one of which was previously approved at May 13, 2013 meeting by Motion 2013/28.)

Moved (Gary Shultz)/Seconded (Jeff McEwen)/CARRIED

That the Board approve \$3,352.50 payment to South Pittsburgh Community for their annual Seniors Dinner.

Resolution 2013/37

8.4 **Investment Committee – Jeff McEwen**

The Investment Committee will meet on Wednesday October 23rd with Marc Leblanc, Investment Advisor. John Uliana will be unable to attend, but has contacted Mr. Leblanc for a status report for the fund.

10.5 **Projects Chair – Gary Shultz**

The digital sign at LaSalle Secondary has been operational since the beginning of the summer, and announcements can be arranged by contacting the school administration. A message of appreciation to the PCFB has already been featured on the sign.

The Board approved the deadline of January 31, 2014 at 4 pm for receipt of applications for 2014 Project Funding. To date, the Board has learned that Joyceville Public School and Sheep Dog Trials intend to submit applications for their music program and an electronet fencing respectively. Dawn Ellis-Thornton will calculate the value of the approved annualized projects and advise the Board.

Copies of the 2014 funding application will be available at the Pittsburgh Public Library and posted on the PCBF website. Members will be advised via the website and an ad which will be placed in the Kingston East News.

Moved (Joyce MacLeod-Kane)/Seconded (Gary Shultz)/CARRIED **That** the Board pre-approve payment to advertise in the Kingston East News.

Resolution 2013/38

Joyce MacLeod-Kane reported on the Holy Name School potluck that was attended by herself, Jean Cooper, Darlene Greenlees and Dawn Ellis-Thornton. The students prepared and signed a huge banner to show their appreciation to the PCBF for funding their educational projects last year.

8.6 **Grass Creek Park**

There have been no further meetings since the summer; the City has advised that everything is on hold until they develop a formal waterfront plan. The Board

questioned why some of the park improvements could not be moved forward in the meantime; the 2014 Sheep Dog Trials will be national championships and will put the park on the national stage. Amanda Milliken will send an email to the City requesting they action some of the improvements earlier.

9. **New Business**

In response to a query about the acquisition of Board files from the former Secretary, Dawn Ellis-Thornton advised that paper records and the official stamp were transferred to her from the previous Administrative Assistant, and are retained in a secure location. All minutes and reports prepared since November 2008 are also saved on a dedicated memory stick. To a question on whether a contract was signed between the Board and the current Administrative Assistant, the answer is no, but the Administrative Assistant is fully aware that she is a contracted supplier of professional administrative services only and not a paid employee. A copy of the job ad for the position that was placed in 2008 will be emailed to all for their information.

Future email correspondence to the Board will be addressed to all members as "to", not as "c.c.".

The Board has been made aware of a letter lobbying for purchase of the former JE Horton Public School for the purpose of establishing a senior's centre.

10. **Next Meeting** is scheduled for Monday, December 16 , 2013 at 7:00 pm. Location TBD - at the call of the chair.

11. **Meeting Conclusion**

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

That the meeting be closed at 7:50 p.m.

Resolution 2013/39

Darlene Greenlees – Secretary

Jean Cooper – Chair