

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
November 17, 2008**

Present:

John Uliana	Jeff Szumlanski
John Wilson	Bryon McConnell
John Scott	Hazel Lloyd
George Sutherland	Peter Dunnett
Dawn Ellis-Thornton (recorder)	

Regrets:

Leonore Foster	Jean Cooper
Joyce MacLeod-Kane	

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, November 17, 2008 at the Pittsburgh Township Library, by the Chair John Uliana.

George Sutherland introduced the new Administrative Assistant, Dawn (DiDomenico) Ellis-Thornton. Seventy-one submissions were received for the contract.

2. Proof of Notice

Board members had no comments with respect to the meeting notice.

3. Pecuniary Interests/Conflict of Interest

None reported

4. Approval of Agenda

Resolution 2008/87

4.1 Item 6 already discussed at beginning of meeting. "New Secretary", to be amended to read "New Administrative Assistant"

4.2 Add "By-law Review, question of when" to New Business

Moved by: John Wilson

Seconded by: Jeff Szumlanski

That we approve the agenda including By-Law Review and correcting the Administrative Assistant title.

CARRIED

5. Approval of Minutes

Jeff Szumlanski provided a copy of the October 20, 2008 minutes to the Administrative Assistant, who will email to all Board members. Comments are requested by 5 p.m., Friday, November 21, 2008. Final draft will be brought for approval at the next Board meeting.

6. New Administrative Assistant for PCBF

Previously discussed.

7. Reports

7.1 Chair

- a. John Uliana attended the St Lawrence College Annual Student Recognition Night on November 12, 2008. Seven (7) recipients of PCBF bursaries valued at \$1,000 each were recognized. The Chair extended an invitation for other Board members to attend the function next year.
- b. The Chair distributed his memo to the Soccer Fields, dated September 18, 2008 and provided an update. The conceptual drawings were presented to the PCBF Board at the October 20, 2008 meeting. There is no update for either of the other two action items noted on the memo. The Chair sent another email today to the new City solicitor regarding requisite, long term assurances. There is also a concern about the passage of time in being able to finalize the Funding Agreement prior to the next AGM. John Uliana to contact Leonore Foster for possible assistance in advancing this item.
- c. The Chair distributed draft wording for the Bill Robb commemorative plaque. After a brief discussion, the following wording was approved:

The Pittsburgh Community Benefit Fund Recognizes
Bill Robb
Without his inspiration and hard work this Barriefield Rock Garden
would not exist.

Need to research when the project started, recommended checking previous minutes. After quotes for both a headstone and a bronze plaque are obtained, a vote will be called to approve the medium.

Moved by: George Sutherland

Resolution 2008/88

Seconded by: Jeff Szumlanski

That the wording as approved by adopted.

CARRIED

7.2 Investment

- a. George Sutherland distributed financial summaries provided by CIBC Wood Gundy, as of October 31st. With permission, Jeff Szumlanski interjected with the Treasurer's report, as it had bearing on the discussions. During the general discussion on the Board's investments and losses that ensued, it was agreed that there were a number of issues that warrant further action:

- a. it was agreed that it would be prudent to meet with Wood Gundy for an explanation of the Board's financial situation and transactions, which will be brought back to the Board. It was further agreed that the investments be monitored closely in the near term;
- b. it was agreed that the Investment/Finance Committee (I/FC) meet more often, frequency to be set by the Committee;
- c. it was agreed that the IFC bring back recommendations on how to deal with the lack of investment returns given the current investment climate to the Board

The Chair commented on the importance of these financial discussions as it is essential for the Board to have an appreciation for the kind of information the I/FC has to deal with. Mr. Uliana commented on the historical figures from 1998 to present day, and how it is instructive to see the historical pattern of revenue and spending by previous Boards. He commended the present Board on how they have taken positive and constructive steps to improve on both the investment and program practices over the past five years.

To address the issue of cost effectiveness with regards to the photocopying of financial information, it was agreed that the Board only requires copies of the financial summary sheets. George Sutherland will forward to the Administrative Assistant for copying.

Moved by: George Sutherland
Seconded by: Hazel Lloyd
That the Investment Report be accepted.

Resolution 2008/89

CARRIED

7.3 **Projects Chair**

- a. John Wilson advised that he is still waiting for estimates for the Bill Robb plaques. Jeff Szumlanski recommended contacting the Gardening Club to enquire if they would like to co-operate on the costs of the plaque if they have available funding. George Sutherland to bring this suggestion forward to the Gardening Club.
- b. John Wilson advised he placed two Request for Grant advertisements in the Heritage; to date there have been no applications. John Uliana advised he received phone calls from Jay Abramsky on a matter relating to the Limestone District School Board and from Helen Finley, both of which were redirected to John Wilson.

7.4 **Treasurer**

Jeff Szumlanski requested that the Treasurer's Report be accepted as presented. A copy will be distributed with the minutes.

Moved by: Jeff Szumlanski
Seconded by: George Sutherland

Resolution 2008/90

That the following invoices be paid

1)	Mae Rombough	\$330.00
2)	Bryon McConnell	\$ 24.81
3)	George Sutherland	\$ 48.48

CARRIED

Moved by: Jeff Szumlanski

Resolution 2008/91

Seconded by: Peter Dunnett

That the PCBF insurance policy as currently underwritten be renewed through Thomson Jemmett Vogelzang in the amount of \$7,387.00.

CARRIED

Following a brief discussion on petty cash and the requirement for refreshments at the meeting, it was agreed that unless there are extenuating circumstances which prevent Board members from having dinner before a PCBF board or committee meeting, refreshments are not required. The Chair commended Ann Levac for providing accountability of the petty cash float as the past Secretary.

Moved by: Jeff Szumlanski

Resolution 2008/92

Seconded by: George Sutherland

That the Treasurer's report be accepted as presented.

CARRIED

7.5 **Secretary**

The Board discussed the practice of submitting written resolutions at the meeting. The Secretary proposed the new AA could enter resolutions based on verbal dictation, as opposed to Board members writing them out. During the general discussion, it was suggested that standard motions could be verbal, but more complex or sensitive motions should still be written out. It was agreed that the current practice would continue.

7.6 **Soccer Fields Update**

The Soccer Fields Update was addressed in the Chair's Report

8. **New Business**

8.1 **Review of By-Laws**

The By-Laws were revised by the former AA, and will be tabled for review at the next meeting of the Board.

8.2 **Annual General Meeting**

The AGM is scheduled for Wednesday, April 22, 2009.

8.3 **Next Agenda**

To include: Preliminary report from Project Committee
Initial discussions on Annual General Meeting

8.4 **Next Meeting of the Investment/Finance Committee**

Scheduled for:

December 8, 2008 (Monday at 7:00 pm) Date to be confirmed by George Sutherland; and

January 12, 2009 (Monday at 7:00 pm)

9. **Next Meeting** Monday, January 19, 2009 7:00 pm

10. **Adjournment**

Moved by: John Scott

Seconded by: Peter Dunnett

That we adjourn 9:15 pm

Resolution 2008/93

George Sutherland – Secretary

John Uliana - Chair