

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
January 18, 2010**

Present:

John Wilson	Jeff Szumlanski	George Sutherland
Gary Shultz	Savas Kekkas	Leonore Foster
Peter Dunnett	Joyce MacLeod-Kane	Jean Cooper
Mark Murphy	Dawn Ellis-Thornton (recorder)	

Regrets: Dave Campbell

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:00 pm on Monday, January 18, 2010 at the Pittsburgh Township Library, by the Chair John Wilson.

2. Proof of Notice

Was provided

3. Pecuniary Interests/Conflict of Interest

None declared

4. Presentations for Funding Requests

Three groups attended the Board meeting to make presentations for 2010 funding requests: Friends of LaSalle "Black Knights Fund" (George Hood); Pladec Daycare (Elizabeth Cochrane and Jay Rayner); Sheep Dog Trials (Amanda Milliken and Linda Breen). Presenters fielded questions from the Board.

Also in attendance was a Point St Mark resident, who raised concerns about the new playground due to the size of playground structure, excessive noise levels in the evening by park users, and the new walkway, which blocks drainage to his property. Leonore Foster invited the member to contact her if he continued to have difficulties in bringing his concerns forward to the City with regards to the drainage and disturbances.

5. Approval of Agenda

Resolution 2010/01

Treasurer's report to be moved ahead on agenda, to precede Investment Committee report

Moved by: Jean Cooper

Seconded by: Peter Dunnett

That we approve the agenda as amended.

CARRIED

6. Approval of Minutes - Monday October 19, 2009

Resolution 2010/02

Moved by: Leonore Foster

Seconded by: Jean Cooper

That the minutes be approved as written.

CARRIED

7. **Business Arising from Minutes**

6.1 – Barriefield Rock Garden– Leonore Foster advised that her request to the City with regards to Barriefield Rock Garden will be delayed as a member has stepped forward to assume oversight responsibility for the gardens.

7.4 - Election of Projects Committee Chair - John Wilson advised that, with regards to the election of the Projects Committee Chair, the proceedings were invalid as there was insufficient notice given. The Committee is required to elect a new Chair at their next meeting.

8. **Reports**

8.1 **Chair**

John Wilson reported that several Board members attended opening of the Point St Mark Playground; the Secretary and President signed the soccer agreement with the City; cards of thanks were received from St Lawrence College bursary recipients; enquired as to whether the Pittsburgh Women’s Institute have changed their function date Valentines Day to Christmas; and reminded that the Chair and Vice-Chair still need to meet with Don Graves regarding the AGM motion to obtain additional information. Gary Shultz to arrange meeting with Don Graves.

8.2 **Treasurer**

Jeff Szumlanski distributed the Treasurer’s report, as of December 31, 2009, that shows an estimated balance of approx \$107,160 for projects and grants. *A copy is attached to the Minutes.*

Moved by: Jeff Szumlanski **Resolution 2010/03**
Seconded by: George Sutherland
That the following invoices be paid:

- | | | |
|----|--|------------|
| 1) | Thompson, Jemmett, Vogelzang,
(Annual public entity casualty insurance) | \$7,977.96 |
| 2) | Ads in heritage and EMC – projects | \$171.36 |
| 3) | Dawn Ellis-Thornton
(Administrative services from Oct ‘09 to Jan ‘10) | \$300.00 |
| 4) | Renewal of postal box | \$128.10 |

CARRIED

A letter of acceptance has been received from KPMG, with the terms of engagement for the annual audit, which is scheduled to take place the second week of February, 2010.

Moved by: Jeff Szumlanski **Resolution 2010/04**
Seconded by: Jean Cooper
That the Board signs the KPMG terms of engagement for the 2009 audit.

CARRIED

Dawn Ellis-Thornton to forward a copy of all 2009 approved minutes to Jeff for the audit package.

It was recommended an additional \$30,000 be transferred to the TD account to cover expenditures to the Annual General Meeting.

Moved by: Jeff Szumlanski **Resolution 2010/05**

Seconded by: Savas Kekkas

That \$30,000 of operating funds be transfer to the TD account.

CARRIED

8.3 Investment/Finance

George Sutherland reported that the Investment/Finance Committee met January 11, 2010, with financial adviser Marc Leblanc in attendance. Mr. Leblanc reported the return on investments is 6.65%, and that they have increased investment into money markets.

The I/F Committee also reviewed and adopted a new Investment Policy. George reviewed the changes, which are highlighted in the attached document.

Moved by: George Sutherland **Resolution 2010/06**

Seconded by: Peter Dunnitt

That the adoption of new revised Investment Policy

CARRIED UNANIMOUS

The Board discussed the new "rainy day account" and recommended that it be reviewed by the PCBF auditors. The Board also discussed funding targets for projects, and as general guidance for the Projects Committee, recommended budgeting \$100,000 for projects/grants and holding \$60,000 in the rainy day account.

8.4 Projects Committee

The Projects Committee set a meeting date for Monday, February 8, to elect a Chair and review projects. A general discussion ensued about the funding presentations that were made at the beginning of the meeting. Gary Shultz and Dawn Ellis-Thornton to prepare packages of all funding applications for the Project Committee prior to its meeting

8.5 Secretary

George Sutherland advised it would be prudent for the Board to start preparing for the Annual General Meeting, specifically with regards to nominations for the three upcoming vacancies on the Board. To comply with the PCBF By-laws, a Nominating Committee is to be struck to include Past President, John Uliana as Chair, and three Board members. Nominations may be accepted up to ten days prior to the AGM, however, to meet the publishing deadline of March 22nd, they will need to be received by March 17th to be included in the newsletter.

Moved by: George Sutherland **Resolution 2010/07**

Seconded by: Savas Kekkas

That nominations close on Friday, April 9 at noon, delivered to the Joyceville post office box.

CARRIED

George Sutherland, Gary Shultz and Dave Campbell volunteered to sit on the Nomination Committee. George to communicate names to John Uliana. Jeff Szumlanski to update website.

8.6 **Soccer Fields Update**

Per the soccer field contract, the Board has sixty days to transfer the land to the City. George Sutherland to contact the City to follow-up on the progress of the transfer.

9. **Next Meetings:**

Monday, February 22, 2010 7:00 pm (as third Monday is Family Day)
Monday, March 8, 2010 7:00 pm (as third Monday falls during March Break)

10. **Adjournment:**

Moved by: Leonore Foster
Seconded by: Mark Murphy
That the meeting adjourn at 9:39 pm.

Resolution 2010/08

CARRIED

George Sutherland – Secretary

John Wilson – Chair