

PITTSBURGH COMMUNITY BENEFIT FUND

Board of Directors' Meeting

February 19, 2007 – Library – Gore Rd

Present: John Uliana Joyce MacLeod-Kane
 John Wilson Bryon McConnell
 Jeff Szumlanski Morley Connor
 Anne Levac Fred Ivimey
 Leonore Foster Lisa Anderson (recorder)

Regrets: Bill MacAdoo

1. Call to Order

The Pittsburgh Community Benefit Fund Board of Directors' Meeting was called to order at 7:06 p.m. by the Chair, John Uliana.

2. Waiver of Notice

The Chair asked if sufficient notice had been given for the meeting.

3. Pecuniary Interest/Conflict of Interest

Bryon McConnell noted that he had a conflict of interest with 2 proposals and would not be voting on them.

4. Proposals

4.1 Sheep Dog Trials

In attendance representing the Sheep Dog Trials was Amanda Milliken and Lynda Breen. She gave a brief description of the Sheep Dog Trials explaining that they were under the impression that the PCBF would give money every year to the Trials. Last year no money was received from the fund. This year they are asking for funds for a clock display. The Davies Foundation has offered to give 10% of the funds. J. Uliana asked the board for questions. J. Szumlanski asked Amanda if she had something that showed what the time clock looks like. She did not have one with her but could get one and send it to us. She explained that the one they are looking at is transferable. J. Uliana asked if the City helps out with any of the funding. Amanda informed the board that the city workers help in setting up at the park and that none of the workers wages are included in the budget. J. MacLeod-Kane asked if it is something that they will use year after year. Amanda responded that yes they would use it year after year. J. Uliana asked if the Pittsburgh Community Benefit Fund would be funding 90% of

the project with the Davies fund giving 10%. Amanda said yes that the PCBF would be funding 90% of the project. J.Szumanski asked if they received a lot of quotes. Amanda responded that no, they had contacted the people that organize the sheep dog trials in Colorado and had received a quote from where they had theirs made. J. MacLeod Kane asked if it would be owned by the City or the PCBF. Amanda explained that the City would own it and that it would be insured under the City's insurance policy. F. Ivimey expressed his concern to Amanda about the reporting of their financial statements. He explained that in previous years they didn't get the feedback that they wanted. J.Wilson questioned them as to why they predicted a 38% drop in attendance. Lynda said that weather is a big factor in the attendance. She said that the event did expand from a 2 day event to a 3 day event last year and that they were going to try that again this year. L. Foster noted that this event has been going on for quite a few years and asked if the attendance has increased or not. Linda said yes it has been getting bigger. There is a restriction at Grass Creek Park as to how many people can be accommodated. Lynda explained that last year on the Saturday they had to wait for people to leave in order to let more in. J. Szumanski questioned why they still require funding if it has been such a popular even. Linda said that the judges come from England and the United States and the prize money is very high. The admission fee for spectators is only \$8 and that it is a challenge to get people to pay this amount. She noted that they currently have reached the maximum number of competitors that they can bring in. J. MacLeod-Kane asked if they have a profit each year or just break even. Amanda responded that they only break even. J. Uliana thanked them for coming.

5. Approval of Agenda

A motion was made by F. Ivimey that the agenda be approved. Seconded by A. Levac. CARRIED.

9. Reports

9.5 Audited Financial Statement

F. Ivimey asked about when we want the audited financial statements. It would need to be ready for the 2nd week of March to go out with the mailings. J. Uliana asked if there is a way in future years that the auditor could move it up 30 days. F. Ivimey responded that yes that would be possible. F. Ivimey will talk to Vicky at KPMG tomorrow and see if they could be ready for the mail out.

6. Approval of Minutes

A motion was made by J. Szumanski to approve the minutes. Seconded by L. Foster.

J. Wilson added to item 2. "The Secretary of the Board, A. Levac, conducted the election for Chair and called for nominations". He also added "or have met

elsewhere” to the end of the sentence of item 13.2. J. Uliana noted that in item 11.3, last paragraph, last sentence, it should be changed from “those meetings” to “Board meetings”. The motion was CARRIED.

7. Business Arising

7.1 Web Page

J. Szumlanski wants the “scholarship form” to go on the website. J. Szumlanski wanted just a couple of things finalized before it went to the public. New information was added to “about the fund”, thank you notes were uploaded under appreciation and a snapshot of the funds holdings was also added. J. Szumlanski reported that 2 web polls were also added. If the scholarship items get approved tonight then they will also be uploaded. J. Szumlanski asked that if anyone had any questions to let him know within the next couple of days.

7.2 Scholarship Applications 2007

A motion was made by B. McConnell to approve the scholarship form. Seconded by J. MacLeod Kane. J. Wilson suggested that the actual application be put on a separate page. The motion was CARRIED with the above change.

B. McConnell noted that the only thing left to do is change the template letter that will go to the principals with changes to the names of any new principals and also inform them of the cut off date.

7.4 Nominating Committee

J. Uliana approached George Sutherland and he has agreed to be on the nominating committee which will bring a minimum of three names forward.

There are 3 three-year terms coming up—Rae Stoness, Morley Connor and Bill MacAdoo.

J. Wilson felt that the nominating committee should put forth as many names as they can. J. Uliana read the bylaws which state that the nominating committee shall report its nominations to the President at least 5 weeks prior to the AGM. A. Levac said that we can put forward as many as we want but it seems kind of pointless to have a nominating committee if we’re going to put forward as many names as we receive. J. Wilson said that it is the legal responsibility of the board to ensure that there will be enough directors to carry on the function of the board. L. Foster noted that in some years we had to search around to find people to sit on the board. A. Levac asked if it would be the intention of the board that the names put forward by the nominating committee be in the Chair’s letter that goes out in the mail. J. Uliana said yes. L. Foster added that the letter should also state which Board members are coming up for re-election. It was discussed as to how many people the Board should put forward.

F. Ivimey reminded the Board that we need forms from any of the retiring directors wishing to seek re-election.

7.3 Annual General Meeting

The Annual General Meeting will be April 25, 2007 at 7:00 pm. A. Levac has made arrangements with LaSalle Secondary School. A. Levac distributed suggestions for the notice of the AGM that will go in the paper and also the proxy form.

The board discussed options of how the mail out would be done. One of the options was the possibility of a mass mailing using the postal codes of the former Pittsburgh Township. One of the problems with this method is that some people have postal codes that cover two townships. A. Levac had spoken with Eric Bennett about this method and he said it is possible to do but you would have to put in a disclaimer stating that if you are not in the former Pittsburgh Township that you discard the mail out. L. Foster mentioned that when she did her election flyer the post office was very good at trying not to distribute to areas that are not in the former Pittsburgh Township. A. Levac noted that we should still hire a student in the summer to see about updating the membership list because by law we have to have an updated membership list. L. Foster asked if we are allowed to do the mail out by postal codes and not specifically addressed to the members' residences. A. Levac responded that Eric Bennett said it could be done this way. A. Levac also added that the membership list is not a public document. L. Foster said that we need to make sure that PCBF is on the outside of the envelope. F. Ivimey noted that last year we paid Mailrite \$2,381.62 for the mail out. This would have also included the photocopying. J. Wilson noted that the address of the member should be on the proxy form. A. Levac is looking after getting the Scrutineers for the AGM.

A motion was made by J. Wilson that the ad for the AGM go in the Kingston This Week. Seconded by M. Connor. CARRIED.

A motion was made by F. Ivimey that Lisa Anderson hire 4 helpers at \$50 each to work at the registration table the night of the AGM. Seconded by J. MacLeod-Kane. CARRIED.

8. Solicitor and Draft Motion

John put forward the draft motion prepared by Eric Bennett.

It was discussed as to whether or not the wording was correct. L. Foster suggested we ask Eric Bennett for a further sentence stating that the vote on any substantive issues be taken in public. J. Uliana will ask Eric about these changes and bring forward to the next meeting.

9. Reports

9.1 Chair

Nothing to report.

9.3 Treasurer

F. Ivimey distributed the draft financial statements stating that these seem to be accurate.

F. Ivimey reported the following invoices needed to be paid.

City of Kingston \$1,789.31 – interim tax bill

Limestone District School Board \$17,718.75 – Joyceville Public School playground

A motion was made by F. Ivimey that the above expenditures be approved. Seconded by L. Foster. CARRIED.

L. Foster asked if we had notified Kedco that we have land for sale, unless of course we have plans to use it for something else. J. Szumlanski noted that the Kingston Soccer Club would maybe pay the taxes to use the field.

F. Ivimey asked the members of the Investment Committee if they could meet 2 weeks from today for a meeting at 6:00 pm. He will ask Bob Joyce about attending the meeting as well. J. Uliana asked that if we get Bob to help us are we committed to keeping the investments with him. F. Ivimey responded that it would only be for the interim. L. Foster mentioned about Bob also speaking at the AGM.

F. Ivimey announced that the unrestricted Funds for the end of December were \$132,083. We have a commitment already for 2007 for \$50,000. Therefore we have an additional \$82,000 to spend. F. Ivimey explained that we have never been this close to the line before. The question was asked that if the projects committee wants to spend more than the \$82,000, do we have any flexibility and do we fall into the guidelines of the Board.

F. Ivimey reported that there is an investment of \$900,000 coming due today. He is looking for guidance as to what to tell Bob tomorrow. The Board decided to invest it short term—1 – 6 months. F. Ivimey will call Bob and reinvest it for 1 to 6 months.

9.4 Secretary

No report.

9.2 Projects Chair

A. Levac gave a proposal to J. Szumlanski that she had just received from the Womens Institute.

J. Szumlanski distributed the recommendations of the Projects Committee and also gave a brief description of the process they had used to get to their decisions. J. Szumlanski noted that Bill MacAdoo had talked to Chief Gary Bullock and they have agreed to hold off on the restoration of the fire truck for another year.

L. Foster asked the Board if any of them knew how many residents of the former Pittsburgh township would be involved with the CNIB. B. McConnell recalled that approximately 6 to 10% were Pittsburgh residents. L. Foster questioned whether or not this would open us up to all other organizations of this type.

A motion was made by F. Ivimey to remove the CNIB from the recommended list and that the following be approved.

Barriefield Rock Garden	\$6,000
John Machin Soccer Fields	\$9,000
J.E. Horton Sound System	\$5,500
Holy Name Playground	\$25,000
Tables at Ecole Madeleine-de-Roybon	\$6,000
1 st Joyceville Scout Group	\$2,000
St. Mark's Church in Barriefield	\$10,000

Seconded by J. MacLeod-Kane. CARRIED.

A. Levac asked about cutting down on some of the projects. J. Szumlanski added that if you cut some of the funding down for each project they won't be able to do the project. L. Foster asked about the Womens Institute proposal that was given to the committee this evening. It was decided that we would wait and see if there was money at a later date.

A motion was made by F. Ivimey that the Scholarship Committee be allowed to spend up to \$14,000. Seconded by B. McConnell. CARRIED.

A motion was made by J. Wilson to approve the funding for CNIB. Seconded by J. Szumlanski. 1 vote for, 7 votes against. NOT CARRIED.

A motion was made by J. MacLeod-Kane that we revisit the Boards motion that limits us to only spending the unrestricted funds. Seconded by J. Szumlanski.

F. Ivimey would like to look back at the rationale of the motion and also talk to the auditors.

F. Ivimey moved that we table the motion to the next meeting so that we can look it over. Seconded by J. MacLeod-Kane. CARRIED.

10. New Business

10.1 Pittsburgh Library & Documentation

L. Anderson gave J. Szumlanski copies of past minutes. He will put them in the library.

10.2 Letter to Membership

J. Uliana will have his draft letter ready for approval at the next meeting.

11. Next Meeting

Investment Committee Meeting – Monday March 6, 2007 at 6:00 pm.

Board of Directors Meeting – Monday March 19, 2007 at 7:00 pm.

12. Adjournment

A motion was made by F. Ivimey that the Pittsburgh Community Benefit Fund Board of Directors Meeting be adjourned at 10:41 pm. Seconded by J. Wilson. CARRIED.

John Uliana, Chair

Anne Levac, Chair