

**PITTSBURGH COMMUNITY BENEFIT FUND**

Board of Directors' Meeting

September 17, 2007 – Library – Gore Rd

Present:        John Uliana                                Joyce MacLeod-Kane  
                     John Wilson                                Bryon McConnell  
                     Jeff Szumlanski                                Morley Connor  
                     Anne Levac                                        Fred Ivimey  
                     George Sutherland

Regrets:        John Scott, Leonore Foster

1. Call to Order

The Pittsburgh Community Benefit Fund Board of Directors met for a light supper at the Library, prior to their meeting. The meeting was called to order at 7:05 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

None

4. Proposals

4.1 Track & Field Stadium – Wess Garrod

Mr. Garrod explained that schools in the area have used Richardson Stadium for many years for track and field events. However, with the proposed re-construction of Richardson Stadium, there will be no facility available for local track and field enthusiasts. A group of volunteers has formed the Community Track & Field Facility Project. It is estimated that such a facility will cost \$2.5 million without lights or a field house. These features would add another \$1.5 million to the cost.. The facility would include a track, jumping surfaces, and throwing circles. St. Lawrence College has agreed to donate land at their Kingston Campus as the site for the new track. The College has cafeteria service and parking facilities.

The value of the land is estimated at \$2.8 million. Limestone District School Board has agreed to commit \$600,000; Algonquin & Lakeshore District Catholic School Board - \$200,000, Queen's University - \$200,000. The Project coordinators are hoping for financial support from the YMCA and the City. A joint management agreement would be set up for the running of the facility.

When asked whether or not consideration had been given to building the facility in the former Pittsburgh Township, Mr. Garrod noted that participants such as Queen's and St. Lawrence College would want a facility located closer to their campuses. When asked why Queen's would not be building a new track facility, Mr. Garrod indicated that track and field is one of the sports that is being cut back at Queen's.

Mr. Garrod pointed out that the track would be Phase I, and additional facilities would be added in future phases.

Consideration had been given to building the facility at the Memorial Centre, but this did not turn out to be feasible.

Through various fund-raising efforts, the Project committee anticipates being approximately \$500,000 short of required funds. The PCBF is being asked for \$200,000 but the Track & Field Project Committee would appreciate any support.

#### 5. Approval of Agenda

Representatives were present from three financial planning/investment businesses who were interested in the Board's request for expressions of interest to handle the Fund's investments. Therefore, it was decided that the agenda be amended to have the Investment Committee discussion and report moved to the beginning of the agenda. A motion was made by Jeff Szumlanski, seconded by G. Sutherland, that the agenda be approved as amended. CARRIED

#### 6. Investment Committee/Expressions of Interest

In attendance were Chris West, McDougall Investments, Tom Stenson, Primerica Financial Investments, and Bob Crichton, Sun Life Financial. They were interested in hearing the discussion about the background to the decision to seek expressions of interest.

Discussion followed regarding the wording of the request for expressions of interest. The Board must comply with the Trustees Act. G. Sutherland, Chair of the Investment Committee, suggested that the Board hear from the financial representatives in attendance. The three gentlemen present indicated that they were interested in hearing what the Board's main concerns were, so that they could determine how best to meet the PCBF's needs.

J. Szumlanski noted that we would want the successful firm to assist us in setting up an investment policy, and then manage the fund accordingly.

## 7. Approval of Minutes

Corrections: M. Connor's name misspelled, Investment Committee had been set up as a sub-committee of the Finance Committee and should be reflected as such in 7.3 of the minutes related to the election of committees.

Moved by G. Sutherland, Seconded by F. Ivimey, that the minutes of the May 21, 2007 meeting of the PCBF Board of Directors be approved, as amended. CARRIED

7.1 Business Arising: By-law Consolidation – J. Uliana reported that a full consolidation of the by-laws is now underway. E. Bennett will be contacted to ensure that the consolidation is procedurally correct and that the wording is correct.

## 8. Reports

8.1 Chair – J. Uliana reported that a resignation had been received from Lisa Anderson, the Board's recording secretary and administrative assistant.

Moved by J. MacLeod-Kane and seconded by J. Wilson, that a letter be sent to Lisa accepting her resignation with regret, and thanking her for her services. CARRIED

Discussion followed as to the best way to fill the position. G. Sutherland noted that the secretarial and administrative functions of the Board are very time-consuming for volunteers. In addition, having a staff person to carry out these functions provides some stability for the Board.

It was agreed that a notice would be placed on the Fund's web page that we are seeking someone to fill the position, and members should also spread the word where possible (e.g. through Councillor Foster's extensive email list).

Moved by B. McConnell, seconded by J. Szumlanski that a Committee be struck to develop requirements of the Administrative Assistant role. CARRIED  
A notice on the web site will indicate that only those being interviewed will be contacted. A recommendation will be made to the next Board meeting if possible. The Committee is to consist of Secretary A. Levac, J. Szumlanski and B. McConnell.

### 8.2 Treasurer

It was reported that we are working toward a policy which will apply to all professionals with which the Board deals.

F. Ivimey reported that there is a \$1.2 million short term note coming due in October. A financial summary was circulated to Board members.

Re: Market Square – J. Szumlanski noted that we had not received a detailed report as set out in the contract which accompanies grants. No report had been received on the first installment paid to Market Square. It was agreed that the second cheque would not be issued until obligations were fulfilled regarding the first installment.

Moved by F. Ivimey, Seconded by G. Sutherland, that we pay \$1925.00 in property taxes (re property in Business Park), \$2376.30 to Cunningham-Swan for legal services, and the outstanding invoices for ads in Kingston This Week and the Whig Standard regarding Expressions of Interest. CARRIED

Moved by J. Wilson, Seconded by B. McConnell, that ads be placed in local papers regarding submissions for project funding. CARRIED

Moved by G. Sutherland, seconded by B. McConnell that the Treasurer's report be accepted. CARRIED

### 8.3 Secretary

A. Levac discussed the possibility of a mid-term report to be available at various locations throughout Pittsburgh. No decision was made but Board members were generally supportive of the idea.

Membership List – J. Szumlanski outlined possible approaches to updating our membership list. One option would be to purchase a CD of names and addresses, but this would still require considerable manpower to go through the lists and verify the names. A second option would involve contracting with DigiGraphics to check spelling and verify addresses based on a data base of people within Pittsburgh postal codes. After discussion about the need for members to actually sign up for membership, B. McConnell suggested adding a field which would indicate those residents who are on the membership list, and those eligible to be on the list.

Moved by A. Levac, seconded by J. MacLeod-Kane, that we contract with DigiGraphics to update our membership list. CARRIED

### 8.4 Scholarship Committee

B. McConnell questioned whether we should send out letters to the schools earlier regarding the scholarships, but it was decided that it was not useful to send letters out too early and that it was better to wait until after January.

#### 8.5 Investment/Finance Committee

Board members discussed the most appropriate structure for the Investment and Finance Committees – should they be one and the same? Should the Investment Committee be a sub-committee of the Finance Committee? Should the Committees have separate Chairs? It was suggested that the investment committee could be a sub-committee of the Finance Committee, and that additional people could be added to that, or any other sub-committee if deemed necessary or helpful.

There followed a discussion about the merits of various ways of structuring these committees.

Moved by J. Szumlanski, seconded by G. Sutherland that there be co-chairs of a joint Finance/Investment Committee. DEFEATED

Moved by J. Wilson, seconded by F. Ivimey that the Finance and Investment Committees operate as two separate committees. CARRIED

#### 9. Other Business

9.1 Committee Membership – J. MacLeod-Kane made the suggestion that a policy be set to require each Board member to sit on two committees. This would spread out the work of the Board, so that everyone was sharing the load and no one would need to serve on too many committees. G. Sutherland commented that in theory this seemed like a good idea, but that it won't work to mandate the number of committees members must sit on. Even if someone is appointed to a committee, you can't make them attend or share in the workload. The most that we can do is recommend that everyone sit on two committees, but we should not require it.

B. McConnell suggested that we have an introductory package for new Board members which sets out the expectations for their service on the Board. This could be made clear at the time of nominations. The Nominating Committee could prepare a job description for new members.

F. Ivimey noted that there might be committees where it would be useful to have members who were not Board members – i.e. people who lend a particular expertise to a subject. G. Sutherland noted that the more people that sit on a Committee, the more points of view are heard, and the more likely the Committee's recommendations will be approved by the whole Board. B. McConnell stated that as long as there is a quorum in attendance at a Committee meeting, the Committee should carry on with its business and not put off holding a meeting until it is certain that everyone can attend.

9.2 Funding re Joyceville Women’s Institute (Seniors’ Dinner)

The PCBF had provided funds in recent years to support the Joyceville Women’s Institute who have organized and hosted a Christmas dinner for seniors in the community. The application for funding in 2007 (for \$3197) was received late, and no funds were available to support the dinner out of this year’s budget.

However, after discussion concerning the value of the dinner to the community, and the ongoing community projects supported by the Women’s Institute, there was general support for providing funds. There was debate over whether or not the funds should be paid out now, or in 2008 when the new funding year would begin.

It was Moved by J. MacLeod-Kane, seconded by G. Sutherland, that the PCBF fund the Joyceville Women’s Institute’s Seniors’ Dinner in the amount of \$2500 with funds to be paid out in this calendar year.

Recorded Vote: J. Szumlanski –	No	F. Ivimey -	Yes
J. Wilson -	No	A. Levac -	Yes
G. Sutherland -	Yes	B. McConnell -	No
M. Connor -	No	J. MacLeod-Kane -	Yes
J. Uliana -	No		

MOTION DEFEATED

J. Szumlanski indicated that he would like to see the organization obtain the full amount they had requested, but not paid until January, 2008.

Moved by J. Szumlanski, seconded by B. McConnell, that the PCBF fund the Joyceville Women’s Institute Seniors’ Dinner in the amount of \$3197, to be paid after January 1, 2008. CARRIED

10. Next Meeting

Board of Directors – Monday, November 19, 2007, 7:00 p.m.  
AGM – April 23, 2008

11. Adjournment

Moved by J. Szumlanski, seconded by J. Wilson that the September 17<sup>th</sup>, 2008 Pittsburgh Community Benefit Fund Board of Directors Meeting be adjourned at 11.34 pm. .

CARRIED

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John Uliana, Chair

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Anne Levac, Secretary