

**PITTSBURGH COMMUNITY BENEFIT FUND**

Board of Directors' Meeting

November 19, 2007 – Library – Gore Rd

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

Regrets:        Leonore Foster

1. Call to Order

The November 19, 2007 meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:15 p.m. by the Chair, John Uliana.

2. Waiver of Notice

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

3. Approval of Agenda – as circulated

4. Pecuniary Interest/Conflict of Interest

None

5. Approval of Minutes

The following amendments were requested: para 7.1 – change J. Szumlanski to J. Uliana; date of next meeting – should be November 19; J. Uliana voted no on recorded vote

Moved by J. MacLeod-Kane, seconded by J. Wilson that the minutes of the September 17, 2007 meeting of the PCBF Board of Directors be approved as amended.

**CARRIED**

6. Business Arising from Minutes

6.1 By-law consolidation: J. Szumlanski suggested asking the new contract employee to make by-law consolidation a priority. This would require going through previous AGM minutes and preparing a consolidated document for review, prior to the 2008 AGM.

6.2 J. Uliana reported that he had taken Lisa Anderson, who recently resigned her contract position with the Board, out for lunch as a thank you for her valuable contribution to the Board. He noted that she has indicated she would be available to help at the AGM, and it was suggested that we publicly thank her at that time.

6.3 The Vice-Chair reported that the required information had been received from the Grand Theatre so that the second installment of their grant can be sent. With regard to Market Square, it was reported that no invoice had been received, and we would wait until that happens before providing additional funding. J. Szumlanski also reported that ads regarding project submissions had been placed in Kingston This Week and the Whig-Standard.

7. Reports

7.1 Chair – re: Secretarial Hiring, the Chair asked J. Szumlanski for a report.

J. Szumlanski explained that there had been 7 serious responses to the ad for a contract person to take on the recording secretary/administrative assistant role formerly carried out by Lisa Anderson. J. Szumlanski, with input from B. McConnell and A. Levac, prepared a detailed job description, and included the approximate number of hours that would be required per month. One of the original seven withdrew her application, and interviews will be set up with the others.

G. Sutherland pointed out the importance of longevity and encouraged the interview committee to try to determine how likely it would be that the applicant would be carrying on for a relatively long term.

B. McConnell noted that we need to be clear that this is a contract position and the person chosen will not be an employee of the Board. F. Ivimey confirmed that Lisa Anderson had submitted invoices each month for her time and out-of-pocket expenses.

The Chair informed the Board that Morley Connor had resigned from the Board because he feels that the focus of the Fund has changed, and that grants should be given only within the former Pittsburgh Township. It was agreed that J. Uliana would write a letter to Morley accepting his resignation and thanking him for his service to the Board.

Discussion followed regarding how and when we should replace Morley on the Board. Some Board members felt that there was no point in appointing someone to the Board this close to the AGM, while others thought it would be appropriate to appoint one of the candidates who had run for election at the last AGM, particularly at this busy time of year.

Moved by F. Ivimey, seconded by J. Wilson, that the Chair approach those individuals who ran unsuccessfully at the AGM, and that the Board will make a decision as to who will temporarily fill the position until the 2008 AGM. CARRIED

It was reported that J. Uliana and J. MacLeod-Kane had attended the Awards Night at St. Lawrence College where five students from the former Pittsburgh Township received a scholarship.

7.2 Secretary – no report – items contained in other reports

7.3 Vice Chair – J. Szumlanski reported that he had put in a request for the use of LaSalle Secondary School for the AGM on April 23, 2008.

Membership List – Jeff has been in contact with DigiGraphics who have promised a quick turn-around in providing a membership/mail-out list. However, recent legislation requires that we provide information about what will be contained in the mail-out before the final list can be prepared. Jeff will continue to work on this. He also showed Board members an example of a newsletter format that could be used for our mail-out prior to the AGM.

There was discussion about the public nature of the membership list. The membership list is somewhat like a voters' list in that it is a public document, but it cannot be copied or used for personal use.

The Secretary was directed to ask the Board solicitor, Eric Bennett, if it was legally possible for the Fund's by-laws to be changed to remove the requirement that residents must apply to become members. In other words, is it possible to state that all residents of the former Pittsburgh Township are automatically members, thereby eliminating the need for a list of those who have applied for membership and another list of those who are eligible for membership?

8.3 Treasurer – Bills to be paid include: \$433.50 to Osprey Media, \$658.26 to Kingston Whig-Standard and \$85.50 for photocopying (these expenses related to the initial expressions of interest re the Fund's investments. A cheque for \$25,000 will also be sent to the Grand Theatre for restoration at that site.

Moved by J. MacLeod-Kane, seconded by J. Wilson, that we approve payment of bills. CARRIED

7.6 Investment Committee

F. Ivimey declared a conflict of interest because of his regular business dealings with some of the firms who had submitted expressions of interest.

G. Sutherland reported that the Investment Committee had decided on a short list of five companies and recommended to the Board that this list be accepted and that a Request for

Proposal process be carried out in order that the Committee can evaluate the companies on the short list. A final recommendation will be brought back to the Board.

G. Sutherland also invited any other interested Board members to attend the meeting with the short-listed companies.

Moved by G. Sutherland, Seconded by B. McConnell, that the five companies short-listed by the Investment Committee be asked to submit an RFP. CARRIED

(Companies short-listed by Investment Committee: Connor, Clark & Lunn; CIBC Wood Gundy (Burkom); Community Foundation of Greater Kingston; TD Waterhouse; and RBC Dominion Securities.)

The RFP process will be conducted in camera until a recommendation is brought forward to the Board. Committee members indicated that they would be developing and using a detailed and consistent ranking at the RFP stage in order to determine which company to recommend to the Board. G. Sutherland asked Board members if anyone had suggestions for additional criteria or changes in the evaluation process.

T. Stenson, who had submitted an expression of interest, was present at the meeting, and he asked if the person or firm selected would be given the responsibility of handling the Fund's investments for a specific length of time. J. Uliana responded that the Investment Committee should make a recommendation in this regard, but that his own opinion was that there should be a point at which we would decide if returns were meeting our expectations, and if not, then the contract could be changed. J. Uliana also noted that some firms have indicated that they felt our expectations were too conservative with regard to the level of return.

B. McConnell and G. Sutherland both expressed the opinion that, initially, three years would be an appropriate length of time to contract with the successful company/individual. As for the level of return, the Board will need to weigh potential returns against the risk we are prepared to take.

B. McConnell asked if the companies had been asked to provide information about their past record. G. Sutherland responded that this was not included in the Expression of Interest request.

Committee members agreed that they could possibly ask other community members to assist in the process, but not until after the Committee has dealt with the matter.

Moved by G. Sutherland, Seconded by B. McConnell that the Board move forward with the RFP process and report back to the Board with a recommended course of action.

CARRIED

There was discussion about the need for legal advice before putting out the RFP. J. MacLeod-Kane and J. Szumlanski both indicated that they would feel more comfortable if we sought legal advice, since this would enable us to make sure the wording was correct and that any necessary disclaimers were included.

Moved by J. MacLeod-Kane, seconded by J. Wilson that legal advice be sought prior to the Request for Proposals. CARRIED

## 8. New Business

### 8.1 – Funding Request from Pittsburgh Women’s Institute

The Pittsburgh Women’s Institute sponsors a Valentine’s Dinner for seniors. In 2006, their request was approved, but a variety of circumstances resulted in the cheque not being received by them until early in 2007. This money was used for their 2007 dinner. In the summer of 2007, they submitted a request for funding of their dinner in 2008, and in the fall of 2007, another request was submitted which would be for the event in 2009. What this means is that they are asking for a “catch-up” amount, and then applications will subsequently be made a year in advance.

Moved by J. Szumlanski, seconded by J. MacLeod-Kane, that a cheque for \$2500 be paid to the Pittsburgh Women’s Institute for their 2008 seniors’ event, with the cheque being paid out on January 21, 2008. CARRIED

The additional request from this group will be considered along with the other applications for funding in 2008.

8.2 – Soccer Fields – J. Szumlanski spoke about the importance of taking some action to ensure that the soccer fields at the St. Lawrence Business Park remain at their present location. This would require that the property where the existing fields are located and the property owned by the PCBF in the Business Park be rezoned to public parkland. J. Uliana indicated that it may be difficult to convince some groups, such as KEDCO and some councillors – to give up land that could potentially be developed by businesses in the park. G. Sutherland noted that the issue of parking needs to be dealt with, but that it is important to keep the soccer fields in that location for the long term.

F. Ivimey suggested that this was the kind of project in which the PCBF should take a lead role because it would be a very serious setback for youth in the area if the city were to close those soccer fields. G. Sutherland made the point that the Board could try to ensure that this happens, but not act as lobbyists. The Board should leave the politics to the councillors on the Planning Board. Councillor J. MacLeod-Kane noted that she and Councillor Foster were both in favour of taking the necessary steps to keep the soccer fields at the Business Park property.

The Board requested that Councillors Foster and MacLeod-Kane, along with J. Szumlanski, bring a report to the January Board meeting regarding a possible course of action.

9 Next Meeting: Board of Directors – Monday, January 21, 2008, 7:00 p.m.  
AGM – April 23, 2008

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11. Adjournment

Moved by J. Wilson, seconded by J. Szumlanski that the November 21<sup>st</sup>, 2007 Pittsburgh Community Benefit Fund Board of Directors Meeting be adjourned at 10:20 pm.

CARRIED

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John Uliana, Chair

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Anne Levac, Secretary