

## **PITTSBURGH COMMUNITY BENEFIT FUND**

Board of Directors' Meeting  
October 3, 2005 – Library – Gore Rd.

Present:       George Sutherland (Chair)                   Anne Levac  
                  Rae Stoness                                   Fred Ivimey  
                  Morley Conner                               Peter Walker  
                  Leonore Foster                               Lisa Anderson (recorder)  
                  John Uliana

### 1. Call to Order

The Pittsburgh Community Benefit Fund Board of Directors' Meeting was called to order at 7:05 p.m. by the Chair, George Sutherland.

### 2. Delegations

There were no delegations at this time.

### 3. Elections

L. Anderson called for nominations for Chair.

A motion to nominate G. Sutherland was made by J. Uliana. Seconded by F. Ivimey. A. Levac moved that nominations be closed. Seconded by R. Stoness. CARRIED.

G. Sutherland called for nominations for Vice Chair.

A motion to nominate J. Uliana was made by A. Levac. Seconded by R. Stoness. F. Ivimey moved that nominations be closed. Seconded by M. Conner. CARRIED.

G. Sutherland called for nominations for Treasurer.

A motion to nominate F. Ivimey was made by J. Uliana. Seconded by G. Sutherland. M. Conner moved that nominations be closed. Seconded by R. Stoness. CARRIED.

### 4. Approval of Agenda

## 5. Approval of Minutes

AGM April 18, 2005

A motion was made by R. Stoness that the minutes of the AGM on April 18, 2005 be received as amended. Seconded by J. Uliana. CARRIED.

PCBF Meeting following AGM April 18, 2005

A motion was made by F. Ivimey that the minutes of the short meeting following the AGM on April 18, 2005 be adopted. Seconded by R. Stoness. CARRIED.

PCBF Meeting April 25, 2005

A motion was made by J. Uliana that the minutes of April 25, 2005 be adopted as amended. Seconded by M. Conner. CARRIED.

PCBF Meeting June 6, 2005

A motion was made by R. Stoness to adopt the minutes as amended of June 6, 2005. Seconded by F. Ivimey. CARRIED.

Special General Meeting June 13, 2005

A motion was made by J. Uliana that the minutes of the Special General Meeting on June 13, 2005 be received as amended. Seconded by R. Stoness. CARRIED.

Directors Meeting June 13, 2005

A motion was made by R. Stoness that the minutes of the Directors' meeting June 13, 2005 be adopted as amended. Seconded by P. Walker. CARRIED.

## 6. Business Arising from the Minutes

### 6.1 Web Page

P. Walker noted that there has been no further action. Jason Tanner is the name of the web designer. P. Walker will give L. Anderson a list of the items that Jason needs so that a hard copy can be brought to the next meeting.

F. Ivimey asked for guidance regarding the funding for projects in the Greater Kingston Area. G. Sutherland responded by saying that there is no set policy. Criteria had been put together that projects should be for the benefit of the Pittsburgh residents. F. Ivimey will talk to Walter from the Grand Theatre about making a presentation.

## 7. Reports

### 7.1 Chair

G. Sutherland called St. Lawrence College regarding the bursaries. They hopefully will have a report by the next meeting. G. Sutherland asked the board members what they expected in the report. R. Stoness replied that the names of the award winners should be on the report.

### 7.2 Vice Chair

J. Uliana reported that the following funds had been awarded:

Scholarships \$20,000  
Jeremy Hicks Memorial Scholarship Fund \$5,000  
Sound of Jazz Big Band \$1,020  
Dave Hallam Show Band \$640

Documentation is attached to file copy of minutes.

A follow-up letter, which is attached to the file copy of the minutes, was sent to Brent Lewis.

F. Ivimey asked about whether or not they should be issuing T4A's to the scholars. J. Uliana reported that the cheques are issued to the schools not the scholars. L. Foster asked F. Ivimey to check into the scholarships given out at LaSalle Secondary School as a means of determining how the relevant tax information is handled. F. Ivimey will report back.

A. Levac gave J. Uliana a letter that had been received in June. The letter was asking if there could be an extension to the scholarship. The Board discussed the issue. P. Walker reported that not all the funds had been allocated.

A motion was made by R. Stoness that the subcommittee review the application and bring the recommendation back to the Board. Seconded by A. Levac.  
CARRIED.

L. Foster suggested that maybe The Heritage or Kingston This Week could write an article about the scholarships when the time comes.

### 7.3 Treasurer

Deferred to P. Walker.

P. Walker reported that at the last meeting concerns had been expressed regarding what is being done with the investments. He suggested maybe running the fund as an endowment.

A motion was made by P. Walker that F. Ivimey, G. Sutherland, J. Uliana, L. Foster and he be appointed as the new Investment Committee. Seconded by F. Ivimey. CARRIED.

A motion was made by P. Walker that the late property taxes be paid as well as the legal bills. Seconded by J. Uliana. CARRIED.

#### 7.4 Secretary

A. Levac read a thank you letter from Mallory Mercer who had received a scholarship.

A. Levac read a thank you letter from Roger Levac.

G. Sutherland met with A. Levac and L. Anderson a week ago to discuss the responsibilities of each of them. G. Sutherland recommended that A. Levac receive the mail and look after the petty cash. The minutes will be recorded by L. Anderson and reviewed by A. Levac. F. Ivimey will discuss with L. Anderson the accounting responsibilities he expects from her.

A motion was made by F. Ivimey that up to \$1,000 be spent on an accounting software program. Seconded by R. Stoness. CARRIED.

### 8. New Business

#### 8.1 Disposition of Hazel's computer

A motion was made by P. Walker that we leave the computer with Hazel unless a non-profit group wants it before March 2006. Seconded by M. Conner. CARRIED.

#### 8.2 Installation of Internet for Secretary

A motion was made by R. Stoness that up to \$200 be allocated annually for internet at A. Levac's house. Seconded by L. Foster. CARRIED.

An amendment on the previous motion was made by L. Foster that if more money is needed that A. Levac come back to the board. Seconded by F. Ivimey. CARRIED.

### 8.3 Application Process 2006

J. Uliana will research what Ruth has done in the past with the advertisements.

A motion was made by J. Uliana that 2 advertisements for applications for projects be placed 2 or 3 weeks apart in The Whig, Kingston this Week and the Heritage. Seconded by P. Walker. CARRIED.

### 8.4 Application Review Committee

A motion was made by L. Foster that the Application Review Committee consists of J. Uliana, R. Stoness and A. Levac. Seconded by F. Ivimey. CARRIED.

### 8.5 Membership Database

Deferred until the end of the meeting.

A motion was made by P. Walker that a shredder be purchased with the amount not exceeding \$100. Seconded by L. Foster. CARRIED.

New Board Members:

P. Walker will be moving out of the area in 5 weeks and will be unable to attend meetings. He will therefore be resigning in 5 weeks.

Letters from residents wanting to become Board Members were distributed to the directors. A vote took place and the following motions were carried.

A motion was made by P. Walker that Colin Cherry replaces Hazel Lloyd. Seconded by F. Ivimey. CARRIED.

A motion was made by J. Uliana that Brian McConnell replaces Peter Walker in 5 weeks. Seconded by L. Foster. CARRIED.

A motion was made by L. Foster that each individual that applied to be a member be sent a thank you letter stating that their applications will be kept on file. Seconded by M. Conner. CARRIED.

### 8.5 Membership Database

A motion was made by P. Walker that resources be allocated for L. Anderson to spend as many hours as necessary to design one database that will include all current members. Seconded by F. Ivimey. CARRIED.

9. Next Meeting – November 21, 2005 at 7:00 p.m.
10. Adjournment

A motion was made by J. Uliana that the Pittsburgh Community Benefit Fund Board of Directors' Meeting be adjourned at 9:23 p.m. Seconded by M. Conner.  
CARRIED.

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George Sutherland, Chair

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Anne Levac, Secretary

