

PITTSBURGH COMMUNITY BENEFIT FUND

Board of Directors' Meeting
June 5, 2006 – Library – Gore Rd

Present: G. Sutherland (Chair) M. Conner
 R. Stoness J. Szumlanski
 L. Anderson (recorder) B. MacAdoo
 B. McConnell J. Uliana
 A. Levac F. Ivimey

Regrets: L. Foster

1. Call to Order

The Pittsburgh Community Benefit Fund Board of Directors' Meeting was called to order at 7:03 p.m. by the Chair, G. Sutherland.

2. Delegations

2.1 Student exchange project

In attendance representing École Madelaine-de-Roybon was Debbie Gagnon. Ms. Gagnon explained that this is an exchange project with students in Dosquet, Quebec. The students from here visited Dosquet students back in January. The school is asking for \$2,000. When the proposal was submitted they had raised \$2,300—they have now raised \$4,400. The students will be doing a different activity each day of the exchange. They have planned a trip to Ottawa, Fort Henry, and Big Sandy Bay on Wolfe Island. Lunch is provided for the students each day. There will be 47 students from each school participating. The completion date is June 23rd. The benefits of this project will be long term. G. Sutherland asked for any questions from the Board. F. Ivimey asked if the school was on the base. She replied yes and that most of the students live in the former Pittsburgh Township. G. Sutherland asked how this benefits the Pittsburgh community. She responded that it is an educational opportunity for the children and it exposes the 2 cultures to each other.

3. Approval of Agenda

J. Szulmanski added to the agenda, Information Management Policy regarding the PCBF's land in the St. Lawrence Business Park.

J. Wilson added Revision of Scholarship and Project Applications to the agenda.

A motion was made by F. Ivimey that the agenda be approved as amended. Seconded by R. Stoness. CARRIED.

4. Pecuniary Interest

Nothing declared.

5. Approval of Minutes

PCBF Meeting April 24, 2006

A motion was made by F. Ivimey that the minutes of April 24, 2006 be adopted. Seconded by B. McAdoo. CARRIED

PCBF Meeting March 27, 2006

A motion was made by R. Stoness that the minutes of March 27, 2006 be adopted. Seconded by M. Conner. CARRIED.

AGM April 24, 2006

F. Ivimey noted that it should say auditors for the year ended 2006. 2007 is to be deleted. G. Sutherland also would like added that B. McConnell had served as a director for the interim. B. McConnell noted that Walter Finlay should be changed to Fenlon.

A motion was made by B. McConnell to receive the minutes of the AGM April 24, 2006 as amended. Seconded by J. Uliana. CARRIED.

6. Business Arising from Minutes

6.1 Web Page

B. McConnell reported that the set up of the website is going well. The email for the secretary is up and running. The email address is secretary@pcbf.org. He would now like to get the content on the website.

A motion was made by J. Uliana that all correspondence should go through the secretary. Seconded by M. Conner. CARRIED.

G. Sutherland, A. Levac and L. Anderson have some of the old content which needs to be put on the website. B. McConnell would like to see some of the old minutes on the website.

J. Szumlanski would like to see the following items on the website:

- a. Fund & its bylaw, constitution
- b. Financial statements
- c. List of current investments of the fund
- d. Forms – grant applications, scholarship application, Board of Directors membership, proxy form, new membership form
- e. Grants & scholarships – year by year list of projects that were funded and also the scholarships that were handed out
- f. Link to St. Lawrence bursary site
- g. Meetings – when the next meeting is, minutes, Annual General Meetings
- h. Process to be elected.
- i. Map of where the Fund's land is located

G. Sutherland asked for general questions before going through each item. F. Ivimey recommended that we go back as far as we can since it is a very historical thing. G. Sutherland asked if there was a limit to what we can put on the website. B. McConnell responded that a great deal of information can be stored on the website with Internet Kingston. The Bylaws will be retyped so that they can be downloaded quickly. The information is very important and will be available in an efficient way. G. Sutherland asked how often it needs to be updated, and suggested perhaps giving it to L. Anderson once it is up and running. The question was asked if it could be split between the webmaster and Lisa. Historical document doesn't change. The only items that need to be changed would be when the next meeting is and the minutes. J. Wilson recommends that the minutes are not put on the website until they are adopted. Also, each set of minutes should be a different file. J. Szumlanski responded that yes they are a separate file. F. Ivimey asked about posting the minutes from the Annual General Meeting since they would not have been adopted until the following year's AGM. It was suggested that Fund members should have more opportunity to review AGM minutes before the next annual meeting. Further discussion will follow.

- a. Fund bylaws & constitution – completed

J. Uliana suggested that maybe Board motions that effect operations could be put on the website.

L. Anderson will change the bylaws adding the new bylaw that was voted on at the March 27, 2006 Board of Directors meeting.

It was decided that only the current bylaws would be put on the website.

b. Financial Statements – will go back as far as possible

c. Current investments

F. Ivimey not sure about having the investments on the website. He suggested that maybe it could show what the investments were at year end. J. Wilson said the more information you put out the more you open yourself up for query. J. Uliana felt the information should be in summary form, maybe quarterly. F. Ivimey reported that the Investment Committee will be meeting within the next 6 months. J. Wilson suggested it be referred to the Investment Committee and the decision be made by the Committee. G. Sutherland said it will be revisited after the Investment Committee has looked at it.

d. Forms

Grant forms will be sent to J. Szumlanski. J. Wilson suggested that the forms for scholarships and grant applications be spelled out with more detail as to what answers we want. It would be fairer to the students. F. Ivimey suggested that the current forms be put on until they have been revised.

e. Grants and Scholarships

J. Uliana suggested that once the Board has approved the grants and scholarships, the information should go on the website. F. Ivimey asked whether or not the names should be published in regards to the scholarships and bursaries. It was decided that the names would be put on the website.

f. Link to St. Lawrence bursary site – will be put on the website

g. Meetings

It was decided that the minutes of the meetings would also be put on the website once they are adopted.

h. Process to be elected

J. Szumlanski will write up the process of being on the Board laying it out step by step and bring it to the next Board meeting for review.

i. Map of Land

G. Sutherland gave a copy to J. Szumlanski.

7. Reports

7.1 Chair

No report at this time.

7.2 Vice Chair

This year J. Uliana would like to have one Board member in charge of scholarships and another member for grants. This item will be discussed under Scholarships & Grants.

7.3 Treasurer

F. Ivimey distributed the bank statement and investment activity which are attached to the Board copy of the minutes. He noted that the bank balance as of April 28, 2006 was \$186,570.91. The fair market value of investments is \$4,046,641.92.

J. Uliana asked about the market value being greater than the book value. He asked if maybe we should be considering making changes. F. Ivimey suggested that the Investment Committee review and recommend a course of action.

F. Ivimey distributed a list of cheques for approval with the following being added—LSS (Cafeteria) \$20,000, KPMG \$3932.25, Cunningham Swan \$1,398.49 and Anne Levac \$161.13.

A motion was made by F. Ivimey to pay all bills including those added. Seconded by J. Szumlanski. CARRIED.

F. Ivimey distributed the commitments for 2006 and the commitments so far for 2007. B. McConnell asked if it takes into account the expenses to run the fund. F. Ivimey responded that the expenses come off of next year. The principal less board expenses equals unrestricted funds.

G. Sutherland announced that \$60,000 has already been spent into next year and that the Board should freeze their spending. F. Ivimey had a bit of concern because of the numbers getting lower. He felt that freeze was a harsh word and suggested that maybe the Board could proceed cautiously.

7.4 Secretary

A. Levac and L. Anderson have worked out a system that seems to be working very well. The mail has dropped considerably. 24 scholarships were received.

7.5 Investment Committee

The Investment Committee will meet before the September meeting.

8. New Business

8.1 Scholarship Committee

John distributed the scholarship committee recommendation. The Board has authorized up to \$12,000 for scholarships. The Committee recommended adding one more recipient, for a total of \$13,000.

A motion was made by J. Uliana that \$13,000 be given for Scholarships. Seconded by J. Szumlanski. CARRIED.

F. Ivimey mentioned that a cheque has still not been issued for the scholarship given out at the previous meeting. F. Ivimey asked if the cheques will be issued to the schools. J. Uliana responded that yes they would.

G. Sutherland will attend the graduation at LaSalle Secondary School on the 29th. M. Conner will go to Regiopolis and B. McConnell will go to Marie Rivière. Still need a member to attend KCVI.

J. Uliana will mail to everyone which school they are to attend and the date. Please then email John back whether or not you are able to attend.

J. Wilson requested that the Board revisit the application forms. A better job needs to be done at eliciting the information. He suggested also that the transcript of marks be included in the application. The applications are open to any students. A great deal that are received are ones that are going to university. The Board needs to get across to the schools that it is open to any students. The Scholarship Committee will look at the form and the criteria. J. Uliana said he was prepared to sit on both committees but he needs someone to do the work. J. Szumlanski will be added to the Scholarship Committee.

A motion was made by J. Szumlanski that J. Uliana, J. Wilson, J. Szumlanski, B. McConnell and G. Sutherland be the members of the Scholarship Committee. Seconded by J. Uliana. CARRIED.

8.2 Projects

Student Exchange Project

Originally the Student Exchange Project requested \$2,000 but after meeting tonight they now only require \$1600. J. Uliana distributed the committees recommendation. The committee recommended to give \$2,000 to \$3,700. J. Uliana felt that only \$1,600 should be given to them.

A motion was made by J. Uliana that \$1,600 be awarded to the Student Exchange Project. Seconded by B. MacAdoo. CARRIED.

J. Szumlanski would like the motion amended that \$2,000 be awarded to the Student Exchange Project.

The mover and seconder agreed to a friendly amendment. CARRIED

J. Uliana reported that they would like the money up front.

G. Sutherland asked how it benefits the community. J. Uliana replied that it would be a long term benefit. The students that go on the exchange are exposed to how other communities do things and it helps make them a better citizen. J. Szumlanski noted also that they had to compete to receive this privilege of going on the exchange.

Sheep Dog Trials

The Projects Funding Committee recommended that no money be given to the Kingston Sheep Dog Trials. The reasons are attached to the Board copy of the minutes.

A motion was made by J. Uliana that \$0 be given to the Kingston Sheep Dog Trials. Seconded by J. Wilson. CARRIED.

B. McConnell was on the committee and said he didn't have enough evidence to make a decision. G. Sutherland informed J. Uliana that in the response to them it should say that they do not meet the criteria for funding. J. Uliana, J. Szumlanski, B. MacAdoo, J. Wilson and B. McConnell will make up the Project Committee.

G. Sutherland suggested that maybe we should freeze the funds.

A motion was made by J. Szumlanski that all further projects for the balance of the 2006 year for the Pittsburgh Community Benefit Fund be considered according to the annual funding cycle except in the case of a project for which a loss of immediate funding would cause it to fail. Seconded by J. Uliana.

F. Ivimey noted that the date 2006 should be included in the motion. The mover and secondary agreed to make this amendment. CARRIED

8.3 Update of City of Kingston website

J. Szumlanski distributed his proposed paragraph that he would like to see on the City of Kingston website.

A motion was made by J. Szumlanski that the information regarding the Pittsburgh Community Benefit Fund on the City of Kingston website be changed to read:

“The Pittsburgh Community Benefit Fund (PCBF) Committee is comprised of eleven volunteer Directors, two of which are the City of Kingston councillors from Districts 1 and 12. The remaining nine Directors are elected to serve various terms on the PCBF Board. The PCBF Board of Directors manage the property and business of the Corporation established prior to the amalgamation of the former Pittsburgh Township with the City of Kingston. The Board oversees investments of approximately four million dollars that generate interest that is distributed for the purposes of providing support, benefits and assistance to the residents of the Community by:

- a) developing and fostering community spirit;
- b) promoting organized athletics, arts, recreation, education, civic emergency, social service and other community endeavours;
- c) promoting, developing and operating educational, recreational and athletic facilities and equipment within the community, and undertaking such other complimentary purposes not inconsistent with these objects.

The Pittsburgh Community Benefit Fund (PCBF) website can be found at www.pcbf.org.

Related Link

PCBF Website <<<hyperlink this title to www.pcbf.org as well in one of those little boxes next to the paragraph>>>

More about the PCBF and the Corporation By-Laws, Minutes, and Application forms”

Seconded by B. McConnell. CARRIED.

G. Sutherland will take the proposal to the City of Kingston.

8.4 Uncommitment of 2007 PCBF Funds

A motion was made by J. Szumlanski that the pre-commitment of funds in 2007 for \$25,000 towards the Grand Theatre and \$25,000 for Market Square be uncommitted and that these two projects are re-evaluated with the project submissions received by the PCBF for 2007 sponsorship. Seconded by B. McConnell.

B. McConnell asked if the Board has the ability to rescind the motion. F. Ivimey wondered what the repercussions would be if we rescinded the motion. J. Uliana explained that the letters have been sent out. We have taken it through the process, had the debate and made the decision. We shouldn't rescind something just because someone doesn't agree with what we did. We made the commitment therefore we should honour the commitment. The Board makes the best decision they can at the time with the information they have. G. Sutherland said once you make a commitment you can't go back on it. After a lengthy discussion the motion was voted on. It was DEFEATED.

9. Other Business

Information Policy – discussed earlier in meeting. J. Szumlanski would like to see an official spot where documents should be kept.

A motion was made by J. Uliana that the scholarship applications be destroyed after scholarships have been awarded. Seconded by J. Wilson. CARRIED

Land – covered earlier

10. Next Meeting - September 25, 2006 at 7:00 pm.

11. Adjournment

A motion was made by J. Wilson that the Pittsburgh Community Board of Directors Meeting be adjourned at 9:45 pm. Seconded by R. Stoness. CARRIED