

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
September 17, 2012**

Present:

Jean Cooper, Chair	Darlene Greenlees, Secretary
Richard Moller, Treasurer	Jeff McEwen
George Sutherland	Colin Youngman
Dawn Ellis-Thornton (recorder)	

Regrets:

Amanda Milliken, Vice Chair	Joyce MacLeod-Kane
Gary Shultz	Brian Reitzel, Councillor
Jeff Scott, Councillor	

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:08 pm on Monday, September 17, 2012 at the Pittsburgh Township Library, by Chair Jean Cooper.

2. Proof of Notice

Notice was provided to Directors per the Bylaws.

3. Pecuniary Interests/Conflict of Interest

None reported

4. Approval of Agenda

Moved (Colin Youngman)/Seconded (Darlene Greenlees)/CARRIED
That the agenda be approved as distributed.

Resolution 2012/48

5. Approval of Minutes - Monday, May 28 2012

Moved (Colin Youngman)/Seconded (George Sutherland)/CARRIED
That the minutes be adopted as written.

Resolution 2012/49

6. Business Arising From Minutes

- Richard Moller to confirm number of payments that have been made to the City of Kingston for the Soccer Fields project. (Five year commitment of \$73,400 annually was approved by membership at the 2009 Annual General Meeting).

7. Reports

7.1 Chair – Jean Cooper

Jean Cooper attended the Grass Creek Park Working Group input session, held on August 22, 2012, and will report later in the meeting.

7.2 Secretary – Darlene Greenlees

Thank you letters have been received from Simon Derome, Alexandra Burke, and Sam Menard, three of the 2012 scholarship recipients.

7.3 Treasurer – Richard Moller

Richard Moller reported on three payments that were made under the standing authorities:

\$215.53	Richard Moller for supplies (accounting software and banker's boxes to store records). Purchase was approved by the Board at the May meeting.
\$196.85	Richard Moller for new cheques
\$435.00	Dawn Ellis-Thornton for Administrative services, May-September

Richard advised that the new software collapses information into quarters, which will assist in preparing comprehensive financial updates for every meeting.

7.4 Investment Committee – George Sutherland

George Sutherland reported that an Investment Committee was scheduled for July, but unfortunately a quorum wasn't reached to allow for the approval of any new initiatives. Overall, the fund is up 5.04% as of today – by comparison, the TXS is up 5.01%.

The next meeting of the Investment Committee is scheduled for Tuesday, October 9, 2012, 7 pm at CIBC office. Dawn Ellis-Thornton will send a reminder email in advance, and George Sutherland will confirm Marc Leblanc's availability.

7.5 Projects Committee

- A copy of an update report from Holy Name of Jesus Church was received and circulated.
- The Pittsburgh Historical Society have submitted the invoice for the French plaque for the Barriefield Rock Gardens, however payment cannot be made at this time as they have not returned their signed contract.

7.6 Scholarship Chair

All but one of the ten scholarship payment cheques has been cashed, and three thank you letters have been received.

7.7 **Parks Committee – Jean Cooper**

The information from the Grass Creek Park working group input session, held August 22nd was reviewed and a copy of the City's presentation was circulated. The next meeting will be held in October.

7.8 **Process and Procedures Committee**

Nothing to report

8. **New Business**

There was no new business brought forward at the meeting.

9. **Next Meeting** is scheduled for Monday, October 15, 2012 at 7:00 pm.

10. **Meeting Conclusion**

Moved (Richard Moller)/Seconded (Darlene Greenlees)/CARRIED
That the meeting be closed at 7:24 pm.

Resolution 2012/50

Darlene Greenlees – Secretary

Jean Cooper – Chair