

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
September 20, 2010**

Present:

John Wilson	George Sutherland
Savas Kekkas	Leonore Foster
Richard Moller	Jean Cooper
Peter Dunnett	Dawn Ellis-Thornton (recorder)

Regrets:

Dave Campbell	Gary Shultz
Dan Hrechka	Joyce MacLeod-Kane

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:06 pm on Monday, September 20, 2010 at the Pittsburgh Township Library, by the Chair John Wilson. The Chair welcomed the Directors after the summer break.

2. Proof of Notice

Provided

3. Pecuniary Interests/Conflict of Interest

None reported

4. Approval of Agenda

Resolution 2010/44

Add: Future Funding Criteria to New Business

Moved by: Leonore Foster

Seconded by: Richard Moller

That the agenda be approved as amended.

CARRIED

5. Approval of Minutes - Monday May 17, 2010

9.1 (c) Committee membership: Dr John Wilson to be added to Scholarship and Parks Committees and Dr. Peter Dunnett to Parks Committee.

Moved by: George Sutherland

Seconded by: Leonore Foster

That the minutes be adopted as amended.

Resolution 2010/45

CARRIED

6. **Approval of In Camera Minutes - Monday May 17, 2010**

Moved by: Richard Moller

Resolution 2010/46

Seconded by: Savas Kekkas

That the minutes be adopted as amended.

CARRIED

7. **Business Arising From Minutes – May 17, 2010 In Camera Meeting**

Moved by: George Sutherland

Resolution 2010/47

Seconded by: Leonore Foster

That the Board move *In Camera* for an update on the May 17th *In Camera* meeting.

CARRIED

Moved by: George Sutherland

Resolution 2010/49

Seconded by: Leonore Foster

That the Board move out of *In Camera* and report.

CARRIED

Moved by: Richard Moller

Resolution 2010/50

Seconded by: George Sutherland

That the Board receive and accept the report from the Chair and his investigation with respect to the previous project commitment and at this point in time take no further action.

CARRIED

8. **Reconfirm Executive's Action Re: Sheep Dog Trials**

Whereas the PCBF Executive authorized the issuance of a payment of \$10,000 in support of this year's Sheep Dog Trials,

Be it resolved that the PCBF Board of Directors endorse the Executive decision.

Moved by: Richard Moller

Resolution 2010/51

Seconded by: Jean Cooper

An expenditure for Leonore Foster's reception to honour her years of service was introduced. Ms. Foster declared a conflict of interest and left the meeting. The Board discussed the tent expenditure and the executive processes with regards to one-time disbursements.

Moved by: Richard Moller

Resolution 2010/52

Seconded by: Dr. Peter Dunnett

That the Board approved the expenditure for use of a tent for an event at Barriefield Rock Gardens to recognize Councilor Foster's years of service and contribution to the community in the amount of \$725.46.

CARRIED

The Board was reminded of the executive processes and that there are no standing authorities for the Executive. Richard Moller to draft short term standing authorities for next meeting.

Leonore Foster returned to the meeting.

9. Reports

9.1 Chair

Dr. Wilson reported on correspondence received regarding the new public school in Greenwood Park, and the school board's desire to form partnership with the PCBF. Dr. Wilson will invite the writer to make a presentation to the Board at the next meeting.

Correspondence was also received from a seniors club in Portsmouth Village. The Board discussed the request and it was decided that the Chair will advise that it is beyond the PCBF's mandate to fund outside of Pittsburgh borders.

9.2 Secretary

George Sutherland reported on publications received: St Lawrence College and Voyageur and Ripples publications.

An email was received from Lanie Hurdle, Kingston Parks and Recreation, providing an update to the soccer field project and Grass Creek Park motion. Mr. Sutherland advised Ms. Hurdle that the Board was going to strike a committee to address the motion, and that Ms. Hurdle would be apprised of the committee membership as soon as the minutes were approved.

Letters of appreciation were received from two scholarship recipients: Heather McLay and Elysia Mechefske.

Four invoices have been received in the PCBF mailbox. The Treasurer will verify if they have already been paid or are still outstanding.

9.3 Treasurer

Richard Moller advised that he met with the former treasurer to receive the file of financial documents. For the record, he did not receive any documents prior to 2008, the 2008 files were incomplete, and records were missing for the first part of 2010. 2009 files were complete.

Whereas during the turnover of financial records from the Past Treasurer to the Current Treasurer on 18 September, 2010, the Past Treasurer indicated that he had lost the monthly statements on the Current Account at the TD Canada Trust bank.

Be it resolved that the Treasurer is authorized to obtain copies of all missing records, and is authorized to incur any bank charges related to the activity.

Moved by: Richard Moller

Resolution 2010/53

Seconded by: Jean Cooper

CARRIED

The Treasurer will advise the bank to change the address to the PCBF post office box for future mailings.

A letter authorizing Richard Moller as a signing executive for the CIBC Wood Gundy for was signed by Chair and Secretary.

In reviewing the available financial documents, Richard Moller discovered that the balance at the TD bank is \$500, and that the previous monies were not transferred.

Whereas the balance in our current account is insufficient to cover upcoming projected expenses,

Be it resolved that the Treasurer is authorized to transfer the amount of \$100,000 from the investment account to the current account.

Moved by: Richard Moller **Resolution 2010/54**

Seconded by: Jean Cooper

CARRIED

George Sutherland will confirm that expenditures match resolutions and report to November meeting.

Moved by: Richard Moller **Resolution 2010/55**

Seconded by: Leonore Foster

That the following invoice be paid:

1) Dawn Ellis-Thornton, administrative services \$390

CARRIED

9.4 **Investment**

George Sutherland advised that the next meeting is scheduled for October 4, 2010. Although we have not had an official report since May, markets dropped but have since rallied to May levels. There is a concern about how zero growth will affect the Board's ability to fund projects. The Board's financial advisor will bring copies of the current statements to the October meeting.

9.5 **Projects Chair**

As Gary Shultz was not in attendance, there was no Projects Report.

9.6 **Scholarship Chair**

Dr. Peter Dunnett reported that a letter of appreciation was also received from Reid Levac. One letter of complaint was received and addressed.

9.7 **Parks Committee**

There was no report as the Parks Committee has not met yet.

9.8 **Process and Procedures Committee**

The Process and Procedures Committee has not had their first meeting yet. It was agreed that the Board needs to retain a specialized corporation lawyer as a consultant, and that Eric Bennett would still be retained as General Council. The Committee will meet first to develop questions for the lawyer. Proxies will be addressed through this committee.

Moved by: George Sutherland **Resolution 2010/56**

Seconded by: Richard Moller

That the Board authorize the Process and Procedures Committee to spend up to \$10,000 for legal consultation for reviewing processes and procedures.

CARRIED

10. **New Business – Future Funding Criteria**

The Board discussed the motion from the 2010 Annual General Meeting, and concurred that spending authorized under that motion still needs to follow Board procedures. This issue will be deferred to the Projects Committee for further discussion.

Moved by: George Sutherland **Resolution 2010/57**

Seconded by: Richard Moller

That Jean Cooper and Dr. Peter Dunnett be added to the Projects Committee membership.

CARRIED

11. **Next Meeting** is scheduled for Monday, October 18, 2010 at 7:00 pm

12. **Adjournment** **Resolution 2010/58**

Moved by: Jean Cooper

Seconded by: Leonore Foster

That we adjourn at 9:30 pm

George Sutherland – Secretary

John Wilson – Chair