

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
SEPTEMBER 19, 2011**

Present:

Jean Cooper	Darlene Greenlees
Richard Moller	Jeff McEwen
George Sutherland	John Wilson
Dawn Ellis-Thornton (recorder)	

Regrets:

Dave Campbell	Amanda Milliken
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 7:05 pm on Monday, September 19, 2011 at the Pittsburgh Township Library, by Chair Jean Cooper.

2. **Proof of Notice**

Provided

3. **Pecuniary Interests/Conflict of Interest**

None reported

4. **Approval of Agenda**

Agenda item 8, On-Line Access to PCBF Bank Account, will be positioned after the Committee Reports.

Moved by: Richard Moller
Seconded by: George Sutherland
That the agenda be approved as amended.

Resolution 2011/55

CARRIED

5. **Approval of Minutes - Monday, June 20, 2011**

Moved by: George Sutherland
Seconded by: Jeff McEwen
That the minutes be adopted as written.

Resolution 2011/56

CARRIED

6. **Business Arising From Minutes**

- Project Funding for St. John's Presbyterian Church was clarified; disbursements of funds will be split between two fiscal years.
- No further movement on Grass Creek Park Committee.
- Richard Moller confirmed his participation on the Grass Creek Park Committee.
- George Sutherland advised that the Investment Policy was initially reviewed at the July meeting and adoption has been deferred to the next meeting.

7. Reports

7.1 Chair

- Chair Jean Cooper read letters of appreciation from two scholarship recipients.
- An email was received from a Member asking for an update on an earlier request to install park benches by the Tim Horton's on Highway 15. Dawn Ellis-Thornton to forward to Brian Reitzel for follow-up with the City of Kingston, and respond accordingly to the Member.
- An email request for information about the scholarship process was received. It was agreed that the PCBF website be updated with a notice that the scholarship application will be available in the new year.
- A letter of appreciation was received from Bruce Higgs from St. John's Presbyterian Church, along with an invitation to attend the cheque presentation at the church service on September 25, 2011.
- The concept of introducing incentives to increase attendance at the Annual General Meeting was presented and discussion will be brought forward to a future meeting.
- In the absence of the Projects Committee Chair, a request was brought forward to pass a motion to issue the cheque for two projects.

Moved by: George Sutherland

Resolution 2011/57

Seconded by: John Wilson

THAT the following grants be paid:

- | | |
|---------------------------------|---------|
| 1. Joyceville Women's Institute | \$3,000 |
| 2. Joyceville Public School | \$1,400 |

CARRIED

7.2 Secretary

There was nothing to report at this time.

7.3 Treasurer

Treasurer Richard Moller advised that since the June meeting, grant cheques have been issued to the Sheep Dog Trials and St. John's Presbyterian Church. Also, in accordance with Resolution 2011/47, a cheque has been issued to Cunningham Swan in the amount of \$1,066.42 for legal services.

Moved by: Richard Moller

Resolution 2011/58

Seconded by: Darlene Greenlees

That the following invoices be paid:

- | | |
|--|----------|
| 1) Dawn Ellis-Thornton, administrative services | \$425.90 |
| 2) Dawn Ellis-Thornton, reimbursement for purchase of Wainberg's Society Rules | \$150.15 |

CARRIED

Mr. Moller reported that the Board currently has approximately \$140,000 in unrestricted capital after budgeted expenses. The Board was reminded about the financial commitment for the soccer fields: \$73,400 is budgeted every October for the next four years (total five year term) as the two funding conditions have been met by the City. When the project is complete, the City will be approached to make a presentation.

The 2011 funding contract for the Sheep Dog Trials and their 2010 financial statement were distributed at the meeting. It was requested that discussion on this issue be deferred until later on the agenda after Directors have had an opportunity to review the documents.

7.4 Investment

George Sutherland distributed the financial statements as of August 31, 2011. In response to a request received at the June meeting that investment information be emailed to the Board, CIBC has been asked to email the statements on a monthly basis. It was agreed that, since the person requesting the information was not in attendance at the meeting, the full report will again be distributed at the October Board meeting, with discussion on the depth of detail deferred to that meeting. Mr. Sutherland reported that the PCBF's portfolio is down 1.09%, and that Marc Leblanc has advised the Board to stay the course. A negative income, based on the annual inflation rate, could impact the ability to fund non-committed expenses.

7.5 Projects Chair

There was no Projects Committee report as the Chair, Gary Shultz was not in attendance. The Administrative Assistant will send a note to Mr. Shultz to find out when the first Projects Committee meeting will be held.

7.6 Scholarship Chair

Letters of appreciation were previously acknowledged.

7.7 Grass Creek Parks Committee

The City had requested confirmation of Committee members from the Board, but has not yet confirmed the date for the first meeting. Dawn Ellis-Thornton to follow up with Kristine Hebert.

7.8 Process and Procedures Committee

A copy of the Wainberg's Society Rules have been ordered for Board reference.

8. On line Access to PCBF Bank Account

Richard Moller presented the request to have access to the TD Bank account only for the purpose of downloading data for reports.

Moved by: Richard Moller

Resolution 2011/59

Seconded by: Darlene Greenlees

That the PCBF Treasurer be granted on-line access to the TD bank account for the purpose of downloading account information, on the condition that the ability to transfer money be limited to zero dollars and that the Treasurer report back to the Committee on the outcome of the enquiries.

CARRIED

9. Funding for Sheep Dog Trials

The Board discussed in length the decision to mail the cheque for the Sheep Dog Trials during the summer recess. A debate ensued on the requirement to pass a motion to release funds for designated projects approved by Membership at the 2010 Annual General Meeting. As further information is required, the current Board policy and previously approved motions will be

reviewed and discussed at the next meeting, with the goal of confirming the procedure to deal with projects, including the grants that were approved at the 2010 AGM.

The 2010 financial report submitted on behalf of the Sheep Dog Trials was reviewed. John Wilson tabled a notice of motion for the next meeting that the contract for the Sheep Dog Trials be signed by a representative of the City of Kingston who has the responsibility to provide required satisfactory accounting. Dawn Ellis-Thornton to contact the City requesting a signed accounting of the event prior to the next meeting.

10. **Next Meeting** is scheduled for Monday, October 17, 2011 at 7:00 pm.

11. **Adjournment**

Resolution 2011/60

Moved by: Richard Moller
Seconded by: Darlene Greenlees
That the meeting be adjourned at 8:16 pm

Darlene Greenlees – Secretary

Jean Cooper – Chair