

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
January 16, 2017**

Present:

Jean Cooper, Chair	Amanda Milliken, Vice Chair
Colleen Emmerson, Treasurer	Rodger Compton
Rhonda Evans (Doyle)	Luke McEachnie
Jeff McEwen	Dawn Ellis-Thornton (recorder)

Regrets:

Darlene Greenlees	Ryan Boehme, Councillor
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Guests:

None

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 January 25, 2016 at Pittsburgh Branch of the Kingston Public 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 (Amanda Milliken) /Seconded (Luke McEachnie)/CARRIED
That the agenda be approved as written.

Resolution 2017/01

5. Approval of Minutes

Moved (Rhonda Evans (Doyle))/Seconded (Jeff McEwen)/CARRIED
That the minutes of the Board meeting of November 28, 2016 be approved.

Resolution 2017/02

6. Business Arising From Minutes

The signed contract from Holy Name Church for roof repairs has not yet been received.

7. Letters of Resignation

The Board has accepted letters of resignation from Colin Youngman, who resigned due to personal reasons, and from Richard Allen, who resigned from his elected role as Councillor representing Countryside. The Board expressed their appreciation to both Colin and Richard for their contributions during the time they served on the PBCF.

8. Preparations for Annual General Meeting (AGM) -

The Annual General meeting will be held on Wednesday, April 27, 2017; Jean Cooper will contact Sir John A Macdonald School to enquire if they would agree to host the meeting, and to arrange for a children's choir or band to perform prior to the meeting.

9. Reports

9.1 Chair - Jean Cooper

A representative from the library had expressed interest in attending the Board meeting to present a request for funding for the library, but they unfortunately did not confirm. Amanda Milliken reported on a meeting she and Richard Allen held with the library board, and in essence, they are not ready to put forward a grant proposal at this time.

It was suggested that the Board meet with the Luke Falwell to discuss potential projects that could be put forward to Members at the AGM.

9.2 Secretary – Darlene Greenlees

A replacement cheque was requested by one of the scholarship recipients as their first one was destroyed.

9.3 Treasurer - Colleen Emmerson

2016 financial documents have been forwarded to KPMG for the annual audit.

**Moved (Colleen Emmerson)/Seconded (Amanda Milliken)/CARRIED
That the following invoices be approved for payment:**

Ben Selkirk, replacement scholarship award	%1500
Dawn Ellis-Thornton for administrative services, Nov to Jan	\$315.00
Veridian Design for annual website renewal	\$191.76

Resolution 2017/03

9.4 Investment Committee –

Colin Youngman's resignation created a vacancy for the Investment Committee Chair. Jeff McEwen has agreed to Chair the committee and will organize a meeting with the Board's investment advisor. Luke McEachnie, Jean Cooper, Rodger Compton and Colleen Emmerson are also on the Committee.

9.5 Projects Chair – Jeff McEwen

No applications have been received to date.

9.6 **Scholarship Committee – Darlene Greenlees**

The deadline for 2017 applications was set for May 5th. In order for the Board to save photocopy costs, applicants will be requested to make appropriate number of copies and either mail in or give to the school office for pick up. Guidance counselors will be contacted and reminded to bring the application to the attention of students, in particular those who are pursuing the Trades.

9.7 **Grass Creek Park**

Amanda proposed that a sub-committee meet with Luke Falwell in the next couple of weeks to ensure discussions are not delayed, and to offer a couple of project suggestions, e.g. washroom facilities. Amanda Milliken, Jean Cooper and Jeff McEwen volunteered to be on the sub-committee..

10. **New Business**

10.1 **Nominations Committee:**

Jean Cooper, Amanda Milliken, Colleen Emmerson and Rodger Compton will sit on the 2017 Nominations Committee. Dawn will revise the nomination form and email out to the Board and post on the website.

11. **Next Meeting** will be scheduled for Tuesday, February 21, 7 pm at Hoy Name School. Groups submitting grant applications will be invited to attend the meeting to make a brief presentation to the Board.

12. **Meeting Conclusion**

The meeting concluded at 8:09 p.m.

Jean Cooper – Chair

Dawn Ellis-Thornton, Recording