

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
November 28, 2016**

Present:

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

Regrets:

Darlene Greenless, Secretary	Colin Youngman
Ryan Boehme, Councillor	

Guests:

None

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:10 pm on Monday November 28, 2016 at Holy Name Catholic School, 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 (Colleen Emmerson)/Seconded (Rodger Compton)/CARRIED
That the agenda be approved as amended.**

Resolution 2016/25

5. Approval of Minutes

**Moved (Luke McEachnie)/Seconded (Colleen Emmerson)/CARRIED
That the minutes of the Board meeting of October 17, 2016 be approved as written.**

Resolution 2016/26

6. Business Arising From Minutes

12.2 – the Board discussed the correspondence from the Library regarding a grant for the HVAC and will ensure the receive a grant application.

7. Reports

7.1 Chair - Jean Cooper

- The Chair attended the Joyceville Seniors dinner at Colonnade last week, and will attend the Pittsburgh Community dinner this coming Sunday.
- A letter has been drafted for Derek Baylis, outlining the principles that are important to the Board.

7.2 **Secretary – Darlene Greenlees**
The Secretary was not in attendance.

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

Frank Cowen, Insurance	\$7374
Dawn Ellis-Thornton, Administrative Services	\$210
Canada Post (c/o Dawn Ellis-Thornton), annual post box renewal	\$176.25

Resolution 2016/27

7.4 **Investment Committee – Colin Youngman**
The Investment Committee has not had the opportunity to convene a meeting yet.

7.5 **Projects Chair – Jeff McEwen**

Work at Holy Name Church is in progress.

A summary report has been received from St John's and St Mark's Churches. St Mark's has submitted a refund cheque in amount of \$571.

The 2017 deadline for grants will be Friday February 3, 2017.

Moved (Rhonda Evans (Doyle))/Seconded (Jeff McEwen)/CARRIED
That the 2017 application be accepted and posted on the website.

Resolution 2016/28

9.6 **Scholarship Committee – Darlene Greenlees**
Nothing to report.

9.7 **Grass Creek Park**

- Posts are being dug for the new sheep handling facility at Grass Creek Park at no charge to the PCBF.

10. **New Business**

- It is possible that there is a misunderstanding about the geographic region called the former Pittsburgh Township, as any new residents may think it only covers the Pittsburgh District and not realize it also encompasses the area in Countryside District east of the Cataraqui/Rideau rivers. It was suggested that a map be included on the website and applications to help clarify.
- The Board has recently conducted review to ensure the by-laws and internal policies are up to date with regards to conflict of interest. The Board is comprised of volunteers who do not benefit financially from any decisions, and who declare a conflict if and when the situation arises.

11. **Next Meeting** will be scheduled for Monday, January 16, 2017, 7 pm at the Pittsburgh Branch Library.

12. **Meeting Conclusion**

The meeting concluded at 7:59 p.m.

Jean Cooper – Chair

Dawn Ellis-Thornton, Recording