

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
May 28, 2018**

Present: Amanda Milliken, Chair
Colleen Emmerson, Treasurer
Darrell Townsend
Alana Way
Dawn Ellis-Thornton (recorder)

Rhonda Evans (Doyle), Vice Chair
Clyde Smith
Steve van Wynsberghe
Gary Oosterhof, Councillor

Regrets: Ryan Boehme, Councillor
George Sutherland

Rodger Compton, Secretary

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 Tuesday May 28, 2018 at Holy Name Catholic School, by Chair Amanda Milliken.

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 (Clyde Smith) /Seconded (Steve van Wynsberghe) CARRIED
That the agenda be approved as distributed.

Resolution 2018/22

5. Approval of Minutes

Moved (Colleen Emmerson) /Seconded (Rhonda Evans (Doyle)) CARRIED
That the minutes of the Board meeting of March 19, 2018 be approved.

Resolution 2018/23

Moved (Colleen Emmerson) /Seconded (Rhonda Evans (Doyle)) CARRIED
That the minutes of the Board meeting of April 26, 2018 be approved as amended.

Resolution 2018/24

Moved (Colleen Emmerson) /Seconded (Rhonda Evans (Doyle)) CARRIED
That the minutes of the Annual General Meeting of April 26, 2018 be adopted.

Resolution 2018/25

6. Business Arising From Minutes

There was no business arising.

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7. Approval of 2018 Scholarships

Rhonda Evans(Doyle) left the meeting due to a conflict of interest.

The Scholarship Chair, Alana Way, reported that the Committee met and carefully reviewed the 29 applications that were received for 2018 scholarships. The Committee's recommendations were:

Alicia Anne-Marie Anglin
Emily Benton
Anna Louise Doyle
Piers Elms
Elijah Fitzgerald
Cailyn Froats
Abbey Hetherington
Emma Hetherington
Maya Kotsovolos
Robert Lefebvre
Alisa Makarova
Andrew Moran-MacDonald
Madison Smith
Cole Sylias
Matthew Williams

Moved(Gary Oosterhof) /Seconded (Darrell Townsend)/CARRIED

That the Board approve awarding the \$1,500 scholarships to the fifteen students as recommended by the Scholarship Committee.

Resolution 2018/26

Rhonda Evans (Doyle) returned to the meeting.

Gary Oosterhof will represent the PCBF Board at the LaSalle Secondary School graduation ceremonies and a volunteer for the Regiopolis convocation is pending.

The Scholarship committee recommended that the selection process for both the scholarships and projects be reviewed at a future meeting.

8. Establishment of Project and Investment Committees

Project Committee:

Rhonda Evans (Doyle), Amanda Milliken, Clyde Smith, Darrell Townsend, Steve van Wynsberghe, Alana Way

Moved(Colleen Emmerson) /Seconded (Alana Way)/CARRIED

That the Board nominate Rodger Compton as Chair of the Projects Committee.

Resolution 2018/27

Investment Committee:

Colleen Emmerson, Amanda Milliken, George Sutherland, Steve van Wynsberghe:

Moved(Clyde Smith) /Seconded (Rhonda Evans (Doyle))/CARRIED

That the Board nominate George Sutherland as Chair of the Investment Committee.

Resolution 2018/28

9. Recruitment for new Administrative Assistant

The Board discussed the recruitment process for the new administrative assistant to ensure the position is filled by August. Dawn Ellis-Thornton agreed to provide the recruitment committee with a draft job ad; applications will be accepted until June 21 and interviews will be held in July. Recruitment Committee will consist of Amanda Milliken, Alana Way, Colleen Emmerson and Darrell Townsend.

10. Reports

10.1 Chair – Amanda Milliken

St John's Presbyterian church was a beautiful location for the Annual General Meeting, and the presentation by Luke Folwell was well received.

10.2 Secretary – Rodger Compton

The Secretary was not in attendance.

10.3 Treasurer - Colleen Emmerson

Moved (Rhonda Evans (Doyle))/Seconded (Alana Way)/CARRIED

That the following invoices be approved for payment:

Dawn Ellis-Thornton, administrative services	\$660
St Mark's Church Tower Stabilization project grant	\$100,000
KPMG - balance of audit services	\$1,808
KPMG - interim billing for audit services	\$5,000
Cunningham Swan - legal services	\$2,079.20

Resolution 2018/29

New Directors are required to go to CIBC, Royal Block Branch, to sign the sample signature card. Signatories are: Amanda Milliken, Colleen Emmerson, Rhonda Evans (Doyle) and Rodger Compton.

Colleen Emmerson to advise Marc Leblanc that cheques exceeding \$120,000 were written at tonight's meeting.

10.4 Investment Committee – George Sutherland

The Committee Chair was not in attendance.

10.5 **Projects Chair – Rhonda Evans (Doyle)**

The application for 2019 projects will be discussed and revised at the next meeting with a January deadline.

10.6 **Scholarship Committee – Alana Way**

Previously addressed.

10.7 **Grass Creek Park**

Nothing additional to report.

11. **New Business**

There was no new business.

12. **Next Meeting** will be scheduled for Monday, October 15th. An interim meeting may be held at the call of the Chair.

13. **Meeting Conclusion**

The meeting concluded at 7:58 p.m.

Amanda Milliken – Chair

Dawn Ellis-Thornton, Recording