

PITTSBURGH COMMUNITY BENEFIT FUND

Minutes from the Board of Director's Meeting January 14, 2019

Present: Amanda Milliken, Chair
Rhonda Evans Doyle, Vice Chair
George Sutherland
Darrell Townsend
Steve van Wynsberghe
Maureen Mangan (recorder)

Colleen Emmerson, Treasurer
Rodger Compton, Secretary
Alana Way
Clyde Smith

Regrets: Gary Oosterhof, Councillor
Ryan Boehme, Councillor

Guests: Emma Fitzgerald

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, January 14, 2019 at Holy Name Catholic School by Chair Amanda Milliken. The Chair introduced a guest, Emma Fitzgerald who is considering running for a seat on the board this year.

2. Proof of Notice

Notice was provided to Directors.

3. Pecuniary Interests/Conflict of Interest

None reported.

4. Approval of Agenda

**Moved (Clyde Smith) /Seconded (Colleen Emmerson)/CARRIED
That the agenda be approved.**

Resolution 2019/01

5. Approval of Minutes

Moved (George Sutherland)/Seconded (Rodger Compton)/CARRIED

That the minutes of the PCBF Board meeting of October 15, 2018 be approved as amended.

Resolution 2019/2

6. Business Arising From Minutes

None.

7. Reports

7.1 **Chair – Amanda Milliken**

Nothing to report

7.2 **Secretary – Rodger Compton**

Nothing to report

7.3 **Treasurer - Colleen Emmerson**

The following 4 invoices were presented for approval and payment.

- Post Office Box annual renewal
- Purchase of laptop bag
- Admin Fees July 2018 – Dec 31, 2018
- Annual renewal of board insurance

Moved (Alana Way)/Seconded (Steve Van Wynsburgh) /CARRIED
That the four invoices be paid.

Resolution 2019/3

7.4 **Investment Committee –George Sutherland**

Reminded Investment Committee of upcoming meeting with Financial Investor Marc Leblanc at his office on Wednesday, January 16 @ 6:30pm.

7.5 **Projects Chair – Rodger Compton**

The 2019 Project application submission deadline is Feb 8th, 2019. The committee will meet Mon. Feb 11 @ 6:30 at Darrell Townsend's house to review the new submissions to make recommendations to the board on Feb 25th. Project applicants will be invited to make a 5 to 10 minute presentation at the Feb 25th board meeting beginning at 7:00pm. The full board will meet at 6:30pm to review the project recommendations from the committee.

7.6 **Scholarship Committee – Alana Way**

Alana provided an update and historical review of the St. Lawrence College bursaries that have been awarded on behalf of PCBF. Five students received a scholarship in 2018, bringing the total college awards to 60, from the fund inception.

The scholarship committee is meeting immediately following this meeting. The application will be amended and posted on the website, and high schools guidance offices will be contacted to encourage students to apply, especially those who are pursuing a trade.

7.7 **Grass Creek Park**

Nothing new to report.

There was discussion that no funds were dispersed for this project or the splash pad project in 2018.

Required Action: Amanda will contact Luke Follwell at the City of Kingston for a status update.

8. **New Business/Other Business**

There was some preliminary discussion concerning the planning of the AGM. A tentative date of Wednesday, April 24 has been set for the Annual General Meeting 2019. St. Mark's Church was suggested as a tentative location.

Required Action: Amanda offered to check the availability and confirm the AGM location.

9. **Proposed Thank you for Dawn Ellis-Thornton**

The board was asked to consider a proposed thank you for Dawn for her years of service to the board.

The first proposal was for a gift certificate for an evening in Prince Edward County at the Drake Hotel, including dinner and accommodations.

Moved (Darrell Townsend) /Seconded (Clyde Smith) /CARRIED
That the gift certificate be purchased.

Required Action: Amanda to make arrangements for the hotel.

Resolution 2019/4

An additional proposal was that a tree memorial be purchased for Dawn in Grass Creek Park.

Moved (Darrell Townsend) /Seconded (Rhonda) /CARRIED
That the tree memorial tree be secured.

Required Action: Darryl to make arrangements with the city.

Resolution 2019/5

10. **Next Meeting** – the next general meeting of the board is scheduled for Monday, February 25, 2019 at Holy Name Catholic School at 6:30pm.

11. **Meeting Conclusion**

The meeting concluded at 8:10 pm

Amanda Milliken, Chair

Maureen Mangan, Recording