

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
February 25, 2019**

Present:

Amanda Milliken, Chair	Colleen Emmerson, Treasurer
Rodger Compton, Secretary	Clyde Smith
Alana Way	George Sutherland
Ryan Boehme, Councillor	Gary Oosterhof, Councillor
Maureen Mangan(recorder)	

Regrets:

Steve van Wynsberghe	Darrell Townsend
Rhonda Evans (Doyle)	

Guests:

KPMG Auditors - Katie Mahon
Holy Name Catholic School – Lesley Petras,
St Mark's Anglican Church – Paul Yaxley, Father Haynes Hubbard, Duncan
McDowell, Alison Lines and Ann Patterson
Party in the Park – Alana Todd
Boys & Girls Club – Harold Parsons, Heather Hayhaw, Kori Cembal
Pittsburg Softball Association – Dan Tourand, Keilly Lebelle
Lasalle Secondary School – Andrew Hills

1. The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 6:20 pm on Monday February 25, 2019 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 with addition of Finance added as 7a**
Moved (George Sutherland) /Seconded (Alana Way)/CARRIED
That the agenda be approved as amended.
Resolution 2019/06
5. **Approval of Minutes**
Moved (George Sutherland)/Seconded (Rodger Compton)/CARRIED
That the minutes of the Board meeting of January 14, 2019 be approved.
Resolution 2019/07

6. BUSINESS ARISING FROM MINUTES

None.

7. Presentation by KPMG

Katie Mahon presented the draft 2018 Financial Statements for the PCBF Board.

Moved that the draft audit be accepted (George Sutherland) /Seconded (Colleen Emmerson)/CARRIED

That the draft 2018 financial statements of the PCBF be approved for submission to Members at the Annual General Meeting.

Resolution 2019/08

8. PROJECT SUBMISSION REVIEW FROM PROJECT COMMITTEE

The Project committee presented preliminary Project grant recommendations from their meeting on Monday, February 11, 2019.

9. Presentation by Grant Applicants

Representatives from the following organizations who submitted project grant applications made brief presentations to the Board and answered questions:

- Pittsburgh Softball Association - Ongoing Uniform and Equipment Replacement.
- Holy Name Catholic School - Playground Enhancement and Technology upgrade
- St Mark's Anglican Church Accessibility Ramp
- Boys and Girls Club of Kingston and Area East end Play Structure
- Kingston East Business Association Party in the Park,
- LaSalle Sec Sch - Interact Volunteer Service Project to Outreach360 Dominican Republic
- LaSalle Sec Sch - Environmental Club
- LaSalle STEM Mentorship 2019

10. Board Discussion and Approval of Project Grants

Moved (Clyde Smith)/Seconded (Ryan Boehme)/CARRIED

That the PCBF Board **approve \$5,575** funding to the Pittsburgh Garden Association for the replacement garden beds project.

Resolution 2019/09

Moved (Clyde Smith)/Seconded (George Sutherland)/CARRIED

That the PCBF Board **decline** the St. Martha's Catholic School tower garden project.

Resolution 2019/10

Moved (Clyde Smith)/Seconded (Ryan Boehme)/CARRIED
That the PCBF Board **decline** the LaSalle Secondary School Interact Volunteer Service Project to Outreach360 Dominican Republic.

Resolution 2019/11

Moved (Ryan Boehme)/Seconded (Alana Way)/CARRIED
That the PCBF Board **approve \$12,500** in equal installments for the next 5 years for the Pittsburgh Community Softball Association for ongoing uniform and equipment replacement.

Resolution 2019/12

Moved (Ryan Boehme)/Seconded (Alana Way)/CARRIED
That the Pittsburgh Community Benefit Fund (PCBF) **approve \$10,860** for Holy Name Catholic School for their Playground Enhancement Project.

Resolution 2019/13

Moved (George Sutherland)/Seconded (Alana Way)/CARRIED
That the PCBF Board **decline** the St Mark's Anglican Church accessibility project.

Resolution 2019/14

Moved (Ryan Boehme)/Seconded (Alana Way)/CARRIED
That the PCBF Board **approve \$3,000** for the LaSalle STEM Mentorship Project..

Resolution 2019/15

Moved (Colleen Emmerson)/Seconded (Alana Way)/CARRIED
That the PCBF Board **approve \$5,000** funding of the Kingston East Business Association Party in the Park.

Resolution 2019/16

Moved (Clyde Smith)/Seconded (Ryan Boehme)/CARRIED
That the PCBF Board **approve \$90,000** funding, paid in equal installments over the next three years, to the Boys and Girls Club of Kingston and Area for their Play Structure in the East End..

Resolution 2019/17

Moved (George Sutherland)/Seconded (Clyde Smith)/CARRIED
That the PCBF Board **decline** the LaSalle Secondary School Environmental Club Canoe Trip.

Resolution 2019/18

11. Preparations for Annual General Meeting

- Rhonda Evans Doyle has confirmed St Mark's Anglican Church for the host of the 2019 Annual General Meeting
- The date for the meeting will be April 24th
- The Nominations Committee will be chaired by Jean Cooper.

- With tight timelines in mind, the Board pre-approved initial funds for the printing and mailing of the annual report.

Moved (Alana Way)/Seconded (Ryan Boehme)/CARRIED

That the PCBF Board **approve initial funds of \$4,500** for the printing and mailing of the annual report.

Resolution 2019/19

10. Reports

10.1 Chair – Amanda Milliken

Reported that the City has committed to having the washrooms at Grass Creek Park ready for the Sheep Dog Trials, scheduled for August 2019.

10.2 Secretary – Rodger Compton

Nothing to report

10.3 Treasurer - Colleen Emmerson

Colleen reported the invoices received for payment.

Moved (Clyde Smith) /Seconded (Alana Way)/CARRIED

That the following invoices be approved for payment:

Veridian – web hosting	\$263.76
KPMG Interim Audit	\$6,558.84
Staples – Office Supplies	\$152
Maureen Mangan – January administrative services	\$555
- February administrative services	\$525

Resolution 2019/20

10.4 Investment Committee – George Sutherland

George advised that he would like to discuss the investment decisions with Marc LeBlanc on a scheduled basis – perhaps quarterly, or semi-annually.

10.5 Projects Chair – Rodger Compton

Previously discussed

10.6 Scholarship Committee – Rhonda Evans (Doyle)

Scholarship applications have been posted on the website.

10.7 Grass Creek Park – Update provided by Chair

11. New Business

No new business reported.

12. **Next Meeting** will be scheduled for Monday March 11, 2019, 6:30 pm at Holy Name Catholic School

13. **Meeting Conclusion**
The meeting concluded at 9:30 p.m.

Amanda Milliken – Chair

Maureen Mangan, Recording