

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
March 11, 2019**

Present: Amanda Milliken, Chair
Rodger Compton, Secretary
George Sutherland
Clyde Smith
Maureen Mangan (recorder)

Colleen Emmerson, Treasurer
Steve van Wynsberghe
Darrell Townsend

Regrets: Rhonda Evans Doyle, Vice Chair
Alana Way
Ryan Boehme, Councillor
Gary Oosterhof, Councillor

Guests: None

1. Call to Order

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 6:34 pm on Monday, March 11, 2019 at Holy Name Catholic School by Chair Amanda Milliken.

2. Proof of Notice

Notice was provided to Directors.

3. Pecuniary Interests/Conflict of Interest

None reported.

4. Approval of Agenda

Moved (Colleen Emmerson) /Seconded (Rodger Compton)/CARRIED
That the agenda be approved.

Resolution 2019/21

5. Approval of Minutes

Moved (Clyde Smith)/Seconded (Colleen Emmerson)/CARRIED
That the minutes of the PCBF Board meeting of February 25, 2019 be approved as amended.

Resolution 2019/22

6. Business Arising From Minutes

There was discussion around purchasing some recognition banners for

promotion at Board sponsored events. Colleen reported that she has purchased before and got pricing of about \$250.00 per banner. It was decided that the old Pittsburgh Township logo colours be used for the banners along with the PCBF logo and the full name spelled out.

Moved (Rodger Compton)/Seconded (Steve Van Wynsberghe)/CARRIED
That the six (6) banners be purchased for use at events attended and sponsored by the Board.

Resolution 2019/23

7. Preparations for Annual General Meeting

7.1 Nominating Committee

Amanda has contacted Past Chair Jean Cooper and she has agreed to chair the nominating committee. Colleen has agreed to assist on the committee. Rodger, Darrell and Amanda have all have been nominated for election to the Board for another term.

7.2 Approval to post draft minutes, financial statements and proxy form on Website as well as the Annual Report.

Copies of all are to be posted on the website.

7.3 Review and approval of draft agenda

The agenda from last year was reviewed and a similar format will be used for this year.

. Amanda will invite Luke Follwell to make a brief presentation around the two funded city projects.

. Attendance by 25 Members is required for quorum for the Annual General Meeting. To help achieve this number and in keeping with last year's decision, recipients of grant awards will be requested to attend the AGM to pick up their cheques.

Maureen will contact recipients to advise of grant awards and this change in procedure.

8. Reports

8.1 Chair – Amanda Milliken

Amanda advised that Rhonda has booked St, Mark's Church for the AGM but questioned whether any refreshments had been arranged with the Church.

Moved (Colleen Emmerson)/Seconded (Steve Van Wynsberghe)
/CARRIED That a budget of \$200 be approved for refreshments at the AGM if required.

Resolution 2019/24

8.2 Secretary – Rodger Compton

There were only the usual banking statements in the mail.

8.3 Treasurer - Colleen Emmerson

There were no bills to pay at this meeting.

8.4 Investment Committee –George Sutherland

Nothing to report.

8.5 Projects Chair – Rodger Compton

There was discussion about the annual funding amount for the Grass Creek Park project. The contract with the City of Kingston stipulates the payments to be spread over 6 years rather than 5. The total amount of the funding will remain the same, only the timeline will change.

Moved (Darrell Townsend)/Seconded (Rodger Compton)/CARRIED That the Grass Creek contract with the City for six (6) years be approved.

Resolution 2019/25

8.6 Scholarship Committee –

The scholarship application has been posted on the website, and a poster is underway to post in the high schools. Guidance offices will be contacted to encourage students to apply, especially those who are pursuing a trade.

8.7 Grass Creek Park

Nothing new to report.

9. New Business

No new business

10. Next Meeting – the Annual General Meeting is scheduled for Wednesday, April 24th, and the first meeting of the new Board will be held immediately following.

11. Meeting Conclusion

The meeting concluded at 7:16 pm

Amanda Milliken, Chair

Maureen Mangan, Recorder