

Minutes
PCBF Annual General Meeting
Wednesday, April 24, 2019
St John's Presbyterian Church
6:30 p.m.

Board members present: Amanda Milliken, Chair
Rhonda Evans (Doyle), Vice Chair
Rodger Compton, Secretary
Colleen Emmerson, Treasurer
Alana Way
Ryan Boehme, Councillor, Pittsburgh District
George Sutherland
Darrell Townsend
Steve van Wynsberghe
Gary Oosterhof, Councillor

Regrets: Clyde Smith

Also in attendance: Emma Fitzgerald, New PCBF Director Applicant
Eric Bennett, Cunningham Swan, Solicitor for the Board
Jean Cooper, PCBF Past President and Voting Scrutineer
Maureen Mangan, Administrative Assistant, Recorder
Darlene Greenlees, Past PCBF Director and Voting Scrutineer
Vicki Leakey, KPMG, Auditors
Luke Follwell, Director of Recreation Services, City of Kingston

1. Confirmation of Quorum and Call to Order

The meeting was called to order at 6:40 p.m. by Chair Amanda Milliken who declared that there was a quorum (25+ members) in attendance. The Chair reported there were 31 members attending in person plus 101 confirmed proxies, representing a total of 142 in person and by proxy members.

2. Opening Remarks – Chair

Chair Amanda Milliken welcomed everyone in attendance and thanked them for attending the meeting. The Chair also extended thanks to Father Haynes Hubbard and Parishioners of St Mark's Anglican Church for graciously providing the meeting space and refreshments for the Annual General Meeting. Introductions of Directors, the Board solicitor, and scrutineers, were performed. Jean Cooper and Darlene Greenlees were approved as scrutineers for the ballot count and they assisted as registrars for the meeting.

Chair, Amanda Milliken, reported on Board activities during the past year, and outlined the projects that the Board has approved for funding assistance for the upcoming year.

Due to the resignation of Director Clyde Smith, the four nominees were acclaimed. The vote was held to determine who would garner the director seat with a one-year term. Darrell Townsend will hold the one-year term.

3. Adoption of Agenda

Moved (Colleen Emmerson)/Seconded (Rhonda Evans Doyle) CARRIED
That the agenda be adopted as distributed.

4. **Review and Approval of Minutes of 2018 Annual General Meeting – April 26, 2018**

The draft minutes from the 2018 Annual General Meeting were distributed at the meeting.

Moved (Alana Way)/Seconded (Ryan Boehme) CARRIED
That the minutes be approved as written.

5. **Business Arising from Minutes**

There was no business arising.

6. **Speeches from Candidates**

Vice-Chair Rhonda Evans-Doyle advised that due to the resignation of Director Clyde Smith, the four director nominees were acclaimed with the vote being held to determine who would garner the one year term director seat.

The newly acclaimed directors, Amanda Milliken, Emma Fitzgerald, Darrell Townsend and Rodger Compton all provided a brief introduction for themselves. After the vote it was determined that Darrell Townsend will hold the one-year term, with the remaining 3 obtaining the 3 year terms.

7. **2018 Financial and Investment Statements**

Financial information was included in the Annual Report and copies of the full report were available at the meeting and posted on the Board's website.

Moved (Rhonda Evans Doyle), seconded (Amanda Milliken) CARRIED
That, the 2018 Financial Report as written be accepted.

8. **Auditor's Report - KPMG**

Vicky Leakey, KPMG presented the auditor's report. It was a clean audit and the financial statements represent the financial position of the PCBF. There were no questions from an audit point of view.

Moved (George Sutherland), seconded (Rodger Compton) CARRIED
That the Auditor's Report be accepted.

9. **Appointment of Auditors**

Moved (George Sutherland)/ Seconded (Ryan Boehme) CARRIED
That, KPMG be appointed as auditors for 2019.

10. **Presentation – Grass Creek Park and Kingston East Splash Pad Project Updates**

Luke Follwell from the City of Kingston provided an update on the two partnership projects with PCBF and the City of Kingston and distributed a diagram. He noted that details of the projects are noted on the City's website

11. **Confirmation of Standing Board Policies**

An overview of the standing policies that have been adopted by the Board for the effective operation of the Fund were provided to Members on the reverse of the Agenda.

Moved(Amanda Milliken)/Seconded (Darrell Townsend) CARRIED

That the Standing Board Policies for Project/Grants, Scholarships and Spending Authorities be adopted for 2019.

12. **Destruction of Ballots**

Moved(Amanda Milliken)/Seconded (Ryan Boehme) CARRIED
That, the ballots be destroyed

13. **Meeting Conclusion**

Moved(Amanda Milliken)/Seconded (Rhonda Evans-Doyle) CARRIED
That the meeting be adjourned.

The meeting concluded at 7:45 pm.

Amanda Milliken, Chair

Minutes prepared by:
Maureen Mangan, Recorder