



PITTSBURGH COMMUNITY BENEFIT FUND  
BOARD OF DIRECTORS' MEETING

*MINUTES*

Monday, November 9, 2020  
Virtual Zoom Meeting Due to Covid-19

7:00 p.m.

**Present:** Amanda Milliken (Chair)  
Rodger Compton (Secretary)  
Ryan Boehme  
Emma Fitzgerald  
Gary Osterhof  
Darrell Townsend  
Alana Way  
Colleen Emmerson  
Steve Van Wynsberghe  
George Sutherland

**Recorder:** Maureen Mangan

**Regrets:** Rhonda Evans (Doyle) (Vice Chair),

1. **Call to Order**  
The meeting was called to order at 7:04 by Chair Amanda Milliken.
2. **Proof of Notice**  
Provided.
3. **Pecuniary Interests/Conflict of Interest**  
No conflict of interest was declared.
4. **Approval of Agenda**  
  
**Moved** (Steve Van Wynsberghe) **/Seconded** (Alana Way)**/CARRIED**  
That the agenda be approved. **Resolution 2020/18**
5. **Approval of Minutes** of Previous meeting July 20, 2020. **Moved** (Ryan Boehme) **/Seconded** (Emma Fitzgerald) **/CARRIED** that the minutes be approved as written. **Resolution 2020/19**
6. **There was no BUSINESS ARISING FROM MINUTES**



**7. COMMITTEE REPORTS**

**7.1 Chair** – The main discussion of the meeting was the AGM requirement update from Eric Bennett, Company Lawyer to hold our AGM once the declared state of emergency is over. Eric has suggested that we amend our bylaws to include virtual meetings.

There will be no election of officers and therefore no voting, at this AGM since the current directors have agreed to extend their current term due to covid 19.

**Moved (Darrell Townsend) / Seconded (Ryan Boehme) /CARRIED That** the Board hire Shari Scanlan to coordinate and host the virtual 2020 AGM Zoom meeting, and approve up to \$200 for payment of the service

**Resolution 2020/20**

**Moved (Ryan Boehme) / Seconded (Emma Fitzgerald) /CARRIED That in the event of municipal or provincial states of emergency,** the Board may host their AGM virtually.

**Resolution 2020/21**

**Also Moved (George Sutherland) / Seconded (Ryan Boehme) / CARRIED That during a pandemic, any future board meetings can be held virtually.**

**Resolution 2020/22**

**7.2 Secretary** – No report

**7.3 Treasurer, including approval of payments**

Colleen presented two invoices to pay.

- Cunningham Swan, Eric Bennett legal services during pandemic
- Canada Post – anticipation Post Office Box Renewal – up to \$200
- 49 hours of Admin Services for the period of July 21 – Nov 8, 2020

**Moved (Emma Fitzgerald) /Seconded (Alana Way) /CARRIED That** the invoices all be paid.

**Resolution 2020/23**

**7.4 Investment Committee** – George provided an update of the board investments and noted that there was a gain of just over 5% to date this year.

**7.5 Projects – 2020 Project Updates and 2021 process.** Rodger reviewed the list of approved projects. He advised that several projects had to cancel due to covid-19. It was discussed that the cancelled projects be grandfathered in for project approval for next year.

**Moved (George Sutherland) /Seconded (Rodger Compton) /CARRIED That** the cancelled projects that the long-standing projects that were in their final year of a 10 year commitment and were unable to carry out the project due to Covid-19 have their project extended to 2021 for the 10<sup>th</sup> year. Projects approved in 2020 that were cancelled due to Covid-19 will be given special consideration in 2021 if the project is proposed.

**Resolution 2020/24**



Rodger is planning to have the project application updated and posted on the website with a due date of the first week of February.

**7.6 Scholarship Committee**

Alana provided a brief recap of the 2020 scholarship process and noted that 29 Secondary School scholarships were handed out this year in consideration of the community need due to covid-19.

St. Lawrence College will be contacted to provide an update on the number of scholarships delivered from them.

**8. There was no NEW BUSINESS/OTHER BOARD BUSINESS**

9. **The NEXT MEETING scheduled is the Annual General Meeting** which was delayed due to COVID 19. The meeting is planned as a Virtual Zoom meeting scheduled for Wednesday, December 9, 2020 at 6:30pm. Joining instructions will be emailed out Directors and to participants who request participation by email.

**10. MEETING CONCLUSION** The meeting concluded at 8:10 pm

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Amanda Milliken, Chair

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Maureen Mangan, Recorder