



**PITTSBURGH COMMUNITY BENEFIT FUND**

**Minutes from the Board of Director’s Meeting  
February 22, 2021, Virtual Zoom Meeting due to Covid 19 Restrictions  
7:00 p.m.**

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**Present:** Amanda Milliken (Chair)  
Rodger Compton (Secretary)  
Rhonda Evans (Doyle) (Vice Chair)  
Emma Fitzgerald  
Alana Way  
George Sutherland  
Steve van Wynsberghe  
Colleen Emmerson  
Ryan Boehme  
Darrell Townsend

**Regrets:** Gary Oosterhof  
Recorder: Maureen Mangan

1. **Call to Order**  
The meeting was called to order at 7:10 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**  
Amanda motioned that the KPMG presentation of the 2020 audit be moved forward on the agenda since the KPMG Auditor, Stefanie Multheardy, was already present on the call

**Moved (George Sutherland) /Seconded (Alana Way)/CARRIED That the agenda be approved as amended.**

**Resolution 2021/3**

5. **KPMG – Presentation of 2020 Audited Statement**  
Stefanie Mutheardy, CPA of KPMG presented the PCBF final 2020 audited statement. There was some general discussion regarding the state of the investments during the covid-19 period. In a follow-up email to the board members on February 28, 2021 there was a request for approval of the audited statement.

**Moved (Rhonda Evans-Doyle) /Seconded (Ryan Boehme)/CARRIED That the 2020 audited statement be approved for submission to Members at the Annual General Meeting. The decision was unanimous.**

**Resolution 2021/4**

## 6. Review and Approval of Previous Minutes

**Moved (Colleen Emmerson) /Seconded (Steve Van Wynesburgh)/CARRIED** That the minutes of the PCBF Board meeting of January 18, 2021 be approved as written.

**Resolution 2021/5**

## 7. Project Funding Review and Approval 2021

The project committee met on February 8, 2021 to review and discuss the 2021 project applications received with a goal of making recommendations to the board at this meeting.

After much deliberation, the following new projects were approved for funding for the following amounts.

- Joyceville Women's Institute Seniors Dinner \$5,000 – (10<sup>th</sup> year of funding)  
**Moved ( Rodger Compton )/Seconded ( George Sutherland )/CARRIED, That** the PCBF Board **approve \$5,000** funding to the Joyceville Women's Institute for the Senior's Christmas dinner.  
**Resolution 2021/06**
- Barriefield Rock Garden – Garden Maintenance  
**Moved ( Rodger Compton)/Seconded ( Ryan Boehme)/CARRIED, That** the PCBF Board **approve the unused \$1600 funding from 2020 and \$6,000** funding 2021 funding to the Bill Robb Barriefield Rock Garden.  
**Resolution 2021/07**
- Kingston Scouts Troop – trip to Cochrane  
**Moved ( Ryan Boehme)/Seconded ( Alana Way )/CARRIED, That** the PCBF Board **approve 50% of the proposed 2021 trip up to a maximum of \$5,000** funding to the First Kingston Scouts Troop for the 2021 trip.  
**Resolution 2021/08**
- South Pittsburgh Community Senior's Christmas Dinner Project  
**Moved ( Alana Way )/Seconded ( Rhonda Evans Doyle )/CARRIED, That** the PCBF Board **not approve** this project for funding.  
**Resolution 2021/09**
- St. Martha's Catholic School - Community Trail Project  
**Moved ( Alana Way )/Seconded ( Darrell Townsend )/CARRIED, That** the PCBF Board **not approve** funding for this project.  
**Resolution 2021/10**
- Ecole Sir John A. MacDonald Public School – Outdoor Restoration-Line Painting Project  
**Moved ( Alana Way )/Seconded ( Steve Van Wynesberghe )/CARRIED, That** the PCBF Board **approve \$9,000** funding to the Ecole Sir John A. MacDonald Public School for the line painting project.  
**Resolution 2021/11**
- Holy Name Catholic School – Paved Outdoor Track  
**Moved ( Ryan Boehme) /Seconded ( Colleen Emmerson )/CARRIED, That** the PCBF Board **approve \$18,000** funding to Holy Name Catholic School for outdoor track project.  
**Resolution 2021/12**

- Soccer Club Dome Air Structure  
**Moved ( Emma Fitzgerald )/Seconded ( George Sutherland)/CARRIED, That the PCBF Board not approve this project. Resolution 2021/13**
- Boys and Girls Club – Summer Camp Programs  
**Moved ( Rhonda Evans Doyle )/Seconded ( Alana Way)/CARRIED, That the PCBF Board not approve this project. Resolution 2021/14**

The following projects were previously approved for multi-year funding and will receive the following funds this year.

- Boys and Girls Club \$30,000 (Final Year for this project)
- East End Community Centre Splash Pad \$60,000
- Grass Creek Park Washrooms \$86,166.67
- Pittsburgh Sheep Dog Trials \$15,000
- Pittsburgh Softball Association \$2,500.

8. **COMMITTEE REPORTS**

8.1 **Chair**

Amanda discussed the challenges of working under covid restrictions and noted that the Board has adapted as best they could to continue with their work. She thanked the Board members for their amenability. The AGM will not be scheduled in April as usual, due to the ongoing Covid-19 restrictions. Amanda will discuss the options with the Board lawyer Eric Bennett. The Annual Report will be deferred until the AGM date is set.

8.2 **Secretary**  
No report.

8.3 **Treasurer, including approval of payments**

Change of Treasurer paperwork has all been completed with Emma Fitzgerald as the new treasurer.

- A cheque from the South Pittsburgh Women’s Institute has been received for deposit and represents a return of unspent funds from 2020 project.
- Printer Ink - \$372.84
- Admin Services for January – February - \$780.00
- Annual Web Hosting – Veridian Design -\$399.08

**Moved (George Sutherland) /Seconded (Alana Way)/CARRIED, That the invoices be paid. Resolution 2021/15**

8.4 **Investment Committee**

George advised that over all the return on the Boards investments was about 13%. He will review the investment policy.

8.5 **Projects – 2020 Project Updates and 2021 process – as discussed and approved earlier in the meeting.**

**8.6 Scholarship – 2021 process**

The scholarship application has been posted on the website. Applications can be submitted in the same manner as last year – either by mail to the board mailing address or in person to the drop box at Glocca Morra Farm.

**9. NEW BUSINESS/OTHER BOARD BUSINESS**

There was no new business.

**10. Next Meeting** – the next General Board Zoom Meeting is scheduled for 7pm on Monday, April 19, 2021.

**11. Meeting Conclusion**

The meeting concluded at 7:45 pm

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Amanda Milliken, Chair

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Maureen Mangan, Recorder