



**PITTSBURGH COMMUNITY BENEFIT FUND
BOARD OF DIRECTORS' MEETING**

MINUTES

**Monday, April 4th, 2022
A. Milliken Residence, 1120 Butternut Creek Rd**

7:00 p.m.

Present:	Amanda Milliken Rodger Compton Colleen Emmerson Emma Fitzgerald Steve van Wynsberghe Darrell Townsend Alana Way (via zoom) Maureen Mangan (recorder)
Regrets:	George Sutherland Gary Oosterhof Ryan Boehme, Rhonda Evans Doyle
Invited Guest:	Katie Mahon, Senior Auditor, KPMG (via zoom)

1. CALL TO ORDER AND WELCOME

Chair Amanda Milliken welcomed everyone and called the general meeting of the board to order at 7:05 pm.

2. PROOF OF NOTICE

Notice provided.

3. PECUNIARY INTEREST / CONFLICT OF INTEREST

No conflict of interest was declared.

4. APPROVAL OF AGENDA

Moved (Colleen Emmerson) /Seconded (Rodger Compton) /CARRIED That the agenda be approved moving the KPMG Audit presentation first as they are waiting to present via zoom.

Resolution 2022/17

5. PRESENTATION OF THE AUDITED STATEMENT – Katie Mahon, Senior Auditor KPMG

Katie Mahon presented the PCBF final 2021 audited statement. The directors were provided with a draft copy of the audited statement and Katie presented the findings. Katie advised that it was a nice clean audit with no irregularities. There was review and discussion regarding the state of the investments during the ongoing covid-19 period.

Moved (Emma Fitzgerald) /Seconded (Steve van Wynsberghe) /CARRIED That the 2021 audited statement be approved for submission to Members at the Annual General Meeting. The decision was unanimous.

Resolution 2022/18

6. PREVIOUS MINUTES

Moved (Colleen Emmerson) / Seconded (Emma Fitzgerald) /CARRIED That the minutes of the PCBF General Board meeting of February 22, 2022, be approved as written.

Resolution 2022/19

7. BUSINESS ARISING FROM MINUTES – Seniors Dinner

The directors reviewed the revised application for the two senior dinner projects. The submission is a joint proposal from Jean Cooper of the South Pittsburgh Senior's Group and Anne Levac of the Joyceville Women's Institute. The submission details planned expenditures and a funding request to hold a Senior's Dinner for Seniors residing in the area formerly known as Pittsburgh Township.

Moved (Darrell Townsend) / Seconded (Colleen Emmerson) /CARRIED That the joint Senior's Dinner Project be approved for funding for the requested \$6,150.00.

Resolution 2022/20

8. COMMITTEE REPORTS

8.1 **Chair** – Amanda noted that KPMG has completed the board audit for many years and that in the interest of fairness and transparency, perhaps we should send the work out for tender. Discussion ensued with the following result. Emma advised that she will send out the request to a few businesses in the area that perform that work.

Moved (Amanda Milliken)/Seconded (Emma Fitzgerald) CARRIED, That the yearly audit of the PCBF Board be sent out for tender.

Resolution 2022/21

8.2 **Secretary** – no report

8.3 Treasurer, including approval of payments

Moved (Rodger Compton)/Seconded (Steve Van Wynsberghe) CARRIED
That the following invoices be paid:

KPMG Interim Audit Invoice	\$1017.00
Office Supplies	\$166.00
Admin fees – Jan 24, 2022 – April 4, 2022	\$1,230.00
Kingston Online – Domain Registration and email hosting	\$168.82
Numerous project commitments as presented and approved.	

Resolution 2022/20

8.4 **Investment Committee** – no report.

8.5 **Projects 2022** – Project letters and contracts have been delivered to 2022 applicants. Eight of the approved projects have signed back the contracts and cheques have been written.

8.6 Scholarship – 2022 Scholarship process

The Scholarship committee will meet to review the applications on Wednesday, May 11th at 7:00pm at the residence of chair Alana Way.

9. NEW BUSINESS/OTHER BOARD BUSINESS

There was no new business.

10. NEXT MEETING

The next general meeting of the Board is scheduled for Monday, May 16, 2022 at 7:00pm, tentatively planned for the new community centre if permissable.

11. MEETING CONCLUSION

The meeting concluded at 8:30pm.

Amanda Milliken, Chair

Maureen Mangan, Recorder