



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

**M I N U T E S**

**Monday, January 24, 2022  
Virtual Zoom Meeting Due to Covid 19 restrictions**

**7:00 p.m.**

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**Present:** Amanda Milliken  
Rodger Compton  
Colleen Emmerson  
Emma Fitzgerald  
George Sutherland  
Gary Oosterhof  
Darrell Townsend  
Rhonda Evans Doyle  
Alana Way  
Maureen Mangan (recorder)

**Regrets:** Ryan Boehme, Steve van Wynsberghe

**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 (George Sutherland) /Seconded (Colleen Emmerson) /CARRIED That the agenda be approved as provided. All in favour.**

**Resolution 2022/01**

**5. PREVIOUS MINUTES**

**Moved ( Emma Fitzgerald) / Seconded (Rodger Compton) /CARRIED That the minutes of the PCBF General Board meeting of December 6, 2022, be approved as written.**

**Resolution 2022/02**

**6. NO BUSINESS ARISING FROM MINUTES**

**7. COMMITTEE REPORTS**

**7.1 Chair** – Amanda suggested that with the loosening of the Covid-19 restrictions, the next meetings could resume in person with everyone vaccinated able to attend. A zoom meeting can be arranged if required.

**7.2 Secretary – no report**

**7.3 Treasurer, including approval of payments**

**Moved (Alana Way )/Seconded ( Darrell Townsend ) CARRIED**

**That** the following invoices be paid:

Cunningham Swan – consultation/advice	\$1017.00
Viridian – Web site trouble shooting	\$90.00
Viridian – Annual Web and email hosting	\$371.64
Admin fees – Nov 22 – Dec 31, 2021	\$510.00
Admin fees – Jan 1, 2022 – Jan 23, 2022	\$450.00

**Resolution 2022/03**

**7.4 Investment Committee – no report.** George plans to schedule a meeting after the end of the 1<sup>st</sup> quarter.

**7.5 Projects – 2022 Project submission process**

Project committee Chair Rodger Compton noted that the project application form has been posted on the board website with a submission deadline of Friday, February 11 by 5:00pm. The project committee will meet to review and coordinate recommendations for project funding to the full board. The meeting has been scheduled for Wednesday, February 16<sup>th</sup> at 7:00pm.

**7.6 Scholarship – 2022 Scholarship process**

Scholarship committee chair Alana Way advised that scholarship application will be posted on the website with a deadline of May 1<sup>st</sup> each year.

**8. NEW BUSINESS/OTHER BOARD BUSINESS**

There was no new business.

**9. NEXT MEETING**

The next general meeting of the Board is scheduled for Tuesday, February 22, 2022 at 7:00pm at the residence of Chair Amanda Milliken.

**10. MEETING CONCLUSION**

The meeting concluded at 7:45pm.

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Amanda Milliken, Chair

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Maureen Mangan, Recorder