

PITTSBURGH COMMUNITY BENEFIT FUND

**Minutes from the Board of Director's Meeting
November 22, 2021, 7:00 p.m.**

Present: Amanda Milliken (Chair)
Rhonda Evans (Doyle) (Vice Chair)
Rodger Compton (Secretary)
George Sutherland
Colleen Emmerson
Steve van Wynsberghe

Regrets: Alana Way, Gary Oosterhof, Darrell Townsend Emma Fitzgerald, Ryan Boehme

Recorder: Maureen Mangan

1. **Call to Order**
The meeting was called to order at 7:10pm, 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 (George Sutherland) /Seconded (Steve Van Wynsberghe)/CARRIED That the agenda be approved with the move of AGM planning discussion from the first to the end of the meeting
Resolution 2021/27
5. **Review and Approval of Previous Minutes**
Moved (Rhonda Evans Doyle) /Seconded (Colleen Emmerson) /CARRIED That the minutes of the PCBF Board meeting of October 18, 2021, be approved as written.
Resolution 2021/28
6. **No Business Arising from the Minutes**
7. **COMMITTEE REPORTS**
 - 7.1 **Chair**
Amanda reported that the sheep dog trials were permitted to utilize Grass Creek Park for the sheep dog trials with the provision that no spectators were allowed. She noted that the washrooms at the park have been completed and they are wonderful.
 - 7.2 **Secretary**
No report.
 - 7.3 **Treasurer, including approval of payments**
One invoice for administrative services for the period of October 18, 2021 – November 21, 2021, was presented for review and payment.

Colleen reported on her inquiry into the McDougall Insurance, Board Insurance Renewal. They advised that the increase this year was in line with other increases due to Covid-19 and is not out of line with the industry standard.

**Moved (Rodger Compton) /Seconded (Steve van Wynesberghe) /CARRIED,
That all invoices be paid.** **Resolution 2021/29**

7.4 Investment Committee

George reported that the Board's investments showed a 14.2% increase over the year to date.

7.5 Project Committee

Nothing new to report.

7.6 Scholarship Committee

Nothing new to report.

8. Annual General Meeting

The Annual General Meeting is scheduled for Monday, December 6, 2021, at 7:00 pm. The meeting will be held virtually again this year due to Covid-19 increase concerns. The virtual meeting has been announced on the Board website with directions to email for joining the meeting. Meeting proxy forms were also posted on the website and were emailed to directors.

- Amanda will invite Eric Bennett, Lawyer and/or his replacement at Cunningham Swan Law Firm, and Marc LeBlanc, Investment Fund Manager to attend the annual general meeting in the usual fashion.
- Amanda will also invite a representative from the City of Kingston to speak about the new east end community centre and splash pad project.
- Maureen will contact KPMG to request that they present the audited financial statement as usual at the Annual General Meeting.
- Maureen will contact Sherri Scanlan to request that she host the community zoom meeting again this year. Colleen advised that if she is unavailable, she has someone who may be able to perform the service.

**Moved (Rhonda Evans Doyle) /Seconded (Colleen Emmerson) /CARRIED,
That up to \$200 be paid for Zoom coordination and hosting services.**

Resolution 2021/30

9. Next Meeting – the next General Board Meeting is planned for Monday, December 6, 2021, after the virtual AGM.

10. Meeting Conclusion

The meeting concluded at 8:00 pm

Amanda Milliken, Chair

Maureen Mangan, Recorder