



Minutes
PCBF Annual General Meeting
Wednesday, October 12, 2022
New Kingston East Community Centre
7:00 p.m.

Board members present: Amanda Milliken, Chair
Rhonda Evans (Doyle), Vice Chair
Rodger Compton, Secretary
Emma Fitzgerald, Treasurer
Colleen Emmerson
Alana Way
Ryan Boehme, Councillor, Pittsburgh District
George Sutherland
Darrell Townsend
Gary Oosterhof, Councillor

Also in attendance: Margaret Gordon, New Director Applicant
Marc LeBlanc, CIBC Wood Gundy
Maureen Mangan, Administrative Assistant, Recorder
Katie Mahon, KPMG, Auditors

1. Confirmation of Quorum and Call to Order

The meeting was called to order at 7:00 p.m. by Chair Amanda Milliken who declared that there was a quorum (25+ members) in attendance. The Chair reported there were 26 members attending in person plus 27 confirmed proxies, representing a total of 53 in person and by proxy members.

2. Opening Remarks – Chair

Chair Amanda Milliken welcomed everyone to the new Kingston East Community Centre and thanked everyone for attending the meeting. The Chair commended the City of Kingston for the outstanding planning and workmanship in the creation of the building.

Chair, Amanda Milliken, reported on Board activities during the past year, noting the two City of Kingston projects which reached completion this year – the washrooms/changerooms at Grass Creek Park and the splash pad in front of this community centre.

Due to the resignation of Director Steve Van Wynesburgh just prior to the AGM, the lone director application from Margaret Gordan was accepted and approved as his replacement.

3. Adoption of Agenda

Moved (Amanda Milliken)/Seconded (Joyce MacLeod-Kane) CARRIED
That the agenda be adopted as distributed.

4. Review and Approval of Minutes of 2021 Annual General Meeting – December 26, 2021

The draft minutes from the 2021 Annual General Meeting were distributed at the meeting.

Moved (George Sutherland) / Seconded (Colleen Emmerson) CARRIED
That the minutes be approved as written.

5. **Business Arising from Minutes**

There was no business arising from the minutes, but there was a question/suggestion from an attending member, that we begin each meeting of the Board, including the AGM, with a land dedication statement.

Moved (Amanda Milliken)/Seconded (Alana Way) CARRIED, That moving forward, a land dedication statement be adopted and read at the beginning of each meeting.

6. **2021 Financial and Investment Statements – Marc Leblanc CIBC Wood Gundy**

Financial information was included in the Annual Report and copies of the full report were available at the meeting and posted on the Board's website. Marc Leblanc, funds manager CIBC Wood Gundy spoke about the Board's investment portfolio which he described as robust and solid. He noted that 2021 was a good year with some gains of about 20%. He also spoke of the soft patch that we are currently experiencing with inflation as the enemy. He advised that while funds are currently down due to the pandemic and inflation, we just need to ride it out. He noted that the Board portfolio is all blue chip.

Moved (Rhonda Evans Doyle), seconded (Amanda Milliken) CARRIED
That, the 2021 Financial Report as written be accepted.

7. **Auditor's Report - KPMG**

Katie Mahon, KPMG presented the auditor's report. It was a clean audit and the financial statements represent the strong financial position of the PCBF. There were no questions from an audit point of view.

Moved (Alana Way), seconded (Darrell Townsend) CARRIED
That the Auditor's Report be accepted.

8. **Appointment of Auditors**

Moved (Ryan Boehme)/ Seconded (Emma Fitzgerald) CARRIED
That, KPMG be appointed as auditors for 2022.

9. **Speeches from Candidates**

Vice-Chair Rhonda Evans-Doyle reminded members that due to Covid-19 restrictions no director seats Expired during the lock down. With the return of normal business practices and resumption of Meetings we have two director terms complete – Rhonda Evans-Doyle and Darrell Townsend. Both directors have been nominated and wish to be voted for their seat. Both candidates provided a brief speech outlining their years residing in the area - 24 years for Rhonda and 39 years for Darrell.

We also had a director, Steve Van Wynesberghe advise of his resignation from the Board just prior to the AGM this year. The lone new applicant, Margaret Gordan introduced herself as a long-time resident of Kingston East, with an interest in assisting the Board in addressing their mandate.

Moved (Amanda Milliken), seconded (Rhonda Evans-Doyle) CARRIED
That, the three candidates Rhonda Evans-Doyle, Darrell Townsend and Margaret Gordan be acclaimed to a Director seat on the Board.

10. **Voting for new Board Members**

No formal voting process was required since there were 3 vacant seats and 3 applicants.

Moved (Amanda Milliken), seconded (Ryan Boehme) CARRIED

That, the three candidates Rhonda Evans-Doyle, Darrell Townsend and Margaret Gordan be acclaimed to a Director seat on the Board.

11. **Project Application Overview**

Project committee chair Rodger Compton reviewed the project application process and listed the projects that were approved for funding during the past year and the progress that they have made. There was a great deal of discussion regarding the Senior's Christmas dinner project which was originally submitted as two separate events. The board asked that the applications be revised and coordinated as one event. The project was approved, but Covid 19 restrictions have resulted in barriers raised for group events. Arguments were presented for two separate events including the notice that the largest venue is not providing large group dinners anymore.

Moved (Alana Way)/Seconded (Ryan Boehme) CARRIED

That the two separate Senior's Christmas Dinner Projects be reassessed for individual funding.

12. **Confirmation of Standing Board Policies**

An overview of the standing policies that have been adopted by the Board for the effective operation of the Fund were provided to Members on the reverse of the Agenda. It was advised that nothing has changed.

Moved (Colleen Emmerson)/Seconded (Rhonda Evans-Doyle) CARRIED

That the Standing Board Policies for Project/Grants, Scholarships and Spending Authorities be adopted for 2022.

13. **Other Business**

A member at the meeting put forward several issues for discussion by the City of Kingston. They advised that they need more benches along the trails and more garbage cans. They also noted that the mulch under the playground needs addressing.

The issues were noted addressed by both City councillors (Ryan Boehme and Gary Oosterhof) who were in attendance.

14. **Meeting Conclusion**

Moved (Amanda Milliken)/Seconded (Rhonda Evans-Doyle) CARRIED

That, the meeting be adjourned.

The meeting concluded at 8:30 pm.

Amanda Milliken, Chair

Minutes prepared by:
Maureen Mangan, Recorder