

## PITTSBURGH COMMUNITY BENEFIT FUND

Board of Directors' Meeting  
October 16, 2006 – Library – Gore Rd

Present:       George Sutherland (Chair)   Leonore Foster  
                  John Uliana                           Morley Connor  
                  Fred Ivimey                           Jeff Szumlanski  
                  Anne Levac                           Bryon McConnell  
                  Bill MacAdoo                       Lisa Anderson (recorder)  
                  John Wilson

Regrets:       Rae Stoness

### 1. Call to Order

The Pittsburgh Community Benefit Fund Board of Directors' Meeting was called to order at 7:00 p.m. by the Chair, G. Sutherland.

### 2. Delegations

#### 2.1 University Hospitals Kingston Foundation

In attendance representing University Hospitals Kingston Foundation was Jane Scanlon, in place of Denise Cumming, Executive Director. Jane informed the Board that it could make a campaign gift or focus on a specific project or support specific equipment needs. She explained that the equipment such as a heart/lung machine is acquired through donated funds not government funds. Another item that requires funds is the PCCC Resident Access bus. G. Sutherland asked if the Board had any questions. B. MacAdoo asked for prices of some of the equipment. Jane reported that a heart/lung machine costs about \$350,000, a bus would cost about \$100,000 and a recovery room monitor would be about \$17,000. B. McConnell asked for clarification that government pays for the capital on the building but not the equipment. Jane explained that the government provides a certain percentage then the community. It is usually 70% government and 30% community but our community is usually 90% and 10%. If they don't get the community support it won't happen. B. McConnell asked where they are in the fundraising process. Jane explained that they were just starting and are in the phase of going out to the groups asking for money. This is a long term project with Phase 1 being about 10 years. G. Sutherland informed Jane that right now the Foundation is not giving out any more funds but that they will be starting the process for January/February and will be in touch. J. Uliana told Jane to get in touch with him to get an application.

3. Approval of Agenda

G. Sutherland added Delegation under New Business.

A motion was made by J. Uliana that the agenda be approved as amended. Seconded by J. Wilson. CARRIED.

4. Pecuniary Interest

Nothing declared

5. Approval of Minutes – June 5, 2006

J. Uliana noted that item 8.2 last paragraph should read “for the balance of the 2006 year”. Also Lisa Anderson noted that the motion was seconded by J. Uliana but was missed when typed.

Page 1 paragraph 3 should be “land” instead of “landing” in the St. Lawrence Business Park.

Page 2 item 5 should be M. Connor not M. Slack.

A motion was made by A. Levac that the minutes of June 5, 2006 be adopted as amended. Seconded by B. MacAdoo. CARRIED.

6. Business Arising from Minutes

6.1 Web Page

J. Szumlanski reported that the web page has been updated but is now looking for historical information. B. McConnell is on dial-up so he tested out the loading speed. Once the initial page loads up you can navigate ok. J. Szumlanski is working to keep things updated but still needs members to bring in any information regarding the PCBF. B. McConnell will make sure the instructions and forms for project submissions are on the website.

J. Szumlanski distributed what he drafted up for the PCBF Election Process.

G. Sutherland said that the Nominating Committee is to have a slate put forward. He also noted that the 21 day deadline should not be put in. J. Szumlanski will revise it and bring it to the next meeting. J. Wilson felt that the information should be directed to the Nominating Committee not the Chairman. It should be a 2 step process, first the Nominating Committee puts members forward to fill the slate, then the process is opened up to provide an opportunity for nominations of, and by, the general membership. J. Szumlanski will look back at the past 3 years AGM minutes to find out the terms of the members.

## 6.2 Update of City of Kingston Website

The paperwork is at the city and they are hooking the link up.

## 7. Reports

### 7.1 Chair

G. Sutherland hoped everyone had a good summer and that there wasn't much to report. G. Sutherland and M. Connor attended the opening of the playground at Joyceville PS.

### 7.2 Vice Chair

J. Uliana received a letter from Debbie Gagnon regarding the student exchange project that the PCBF had funded. The school was very successful in their fundraising and therefore had excess funds.

A motion was made by L. Foster that a letter be written to them requesting that any surplus monies be put in a project that has been sponsored by the PCBF for the school. Seconded by M. Connor. CARRIED.

J. Uliana will email Debbie to inform her of the motion.

J. Uliana distributed the application form that goes out to the public. L. Anderson will email the criteria and form to J. Szumlanski to put on the website. J. Wilson feels the proposals need to have fairly reasonable financial information including income, expenses, etc. He would like to have item 1 under the criteria for project submissions added to the actual application under item 3. It was agreed that this be changed. F. Ivimey added that sometimes they don't include enough financial information such as tonight's proposal is a 10 year project. J. Uliana explained that there is another form that is distributed prior to giving out the money. J. Uliana agreed that we need to know upfront how they intend to spend the money. It was suggested that once the contract form is signed and sent back we provide them with 25% of the funds and that once we get a full accounting of the project they receive the other 75%. A. Levac noted that if they're asking for the money they probably don't have the money to put out for the other 75% until they get it back. J. Szumlanski agreed with Anne.

J. Uliana will make changes to the form and send to Lisa and Jeff.

A motion was made by J. Uliana that the ad for proposals be placed in the Whig and the Kingston This Week with the deadline being December 15, 2006. Seconded by J. Wilson. CARRIED.

J. Uliana sent the Library a sign back form for the second time. Hopefully we will get the form back soon. G. Sutherland noted that they have put out an RFP for the windows.

### 7.3 Treasurer

F. Ivimey reported that he needs to call a meeting of the Investment Committee.

F. Ivimey distributed a statement that shows the cheques distributed to date. It also shows the outstanding commitments. He explained that because we spent a lot of money last year and have made some commitments already in 2007, the funds will be a little tighter this year.

F. Ivimey distributed the TD Canada Trust bank statement showing a balance of \$93,000 and also distributed the RBC Dominion Securities statement with a balance of \$377,000 making 3% interest.

A motion was made by L. Foster that we look for increased return on up to 3 months investment on the \$377,000 cash. Seconded by J. Uliana. CARRIED.

F. Ivimey received an invoice from Lisa Anderson for \$270.78.

A motion was made by J. Szumlanski that the invoices for Lisa Anderson and Canada Post be paid. Seconded by B. MacAdoo. CARRIED.

F. Ivimey suggested that for auditors, investments, insurance lawyers, etc. that we have a policy on how to choose them and for how long etc.

A motion was made by F. Ivimey that the Treasurer's Report which includes expenditures be approved. Seconded by L. Foster. CARRIED.

### 7.4 Secretary

A. Levac thanked B. McConnell for coming out and setting up her email.

### 7.5 Investment Committee

Will meet in the future.

## 8. New Business

### 8.1 Delegation

The Board had a discussion regarding the delegation.

9. Other Business

10. Next Meeting – Monday January 22, 2006 at 7:00 pm.

11. Adjournment

A motion was made by B. MacAdoo that the Pittsburgh Community Benefit Fund Board of Directors Meeting be adjourned at 9:10 pm. Seconded by L. Foster. CARRIED.