

PITTSBURGH COMMUNITY BENEFIT FUND

Board of Directors' Meeting

January 21, 2008 – Library – Gore Rd

Present:                    Jeff Szumlanski                    Joyce MacLeod-Kane  
                                  John Wilson                        Bryon McConnell  
                                  John Scott                         Anne Levac  
                                  Fred Ivimey                        George Sutherland  
                                  Leonore Foster

Regrets:            John Uliana

1. Call to Order

The January 21st, 2008 meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:05 p.m. by the Vice-Chair, Jeff Szumlanski.

2. Delegations

J. Szumlanski welcomed those in attendance who had come to make funding presentations to the Board.

2.1 Kingston Area Track – Former high school principal Wess Garrod, and Andre Labrie, a superintendent with the Limestone District School Board and a Pittsburgh resident, discussed their efforts to raise funds to develop a new track on the grounds of St. Lawrence College. Richardson Stadium at Queen's University will soon be unavailable for use by area schools because of renovations to the Stadium which do not include a track. In addition, it is anticipated by the organizing group that many other members of the community, as well as students from post-secondary institutions, would make use of a new track.

In response to a question about whether or not the Fund would be asked for additional money in future years, the representatives of the project responded that this was a "one shot" deal. They also noted that a donation from the Fund could have a significant impact in terms of putting the fund-raising drive over the top, and would also be a long-term legacy.

L. Foster questioned the input from St. Lawrence College (i.e. the land for the track rather than money) given that students from that institution would have greatest benefit from the track. Mr. Labrie responded that the busiest time for the track would be at a time when most College students were not on campus, and when College extra-curricular programs were not in progress. He also indicated that St. Lawrence College would be expected to be involved in the maintenance of the facility.

## 2.2 Rob Roy Pipe Band

Board members moved to the main library to be entertained by members of the Rob Roy Pipe Band and Highland Dancers. Spokesperson Scott Bell explained that the Band is seeking support to replace snare drums that were damaged on a recent trip to Scotland

## 2.3 Frontenac County Schools Museum

Jim Reynolds outlined the programs and museum items at this facility at the corner of Regent and Drummond Streets in Barriefield. He explained that rent, heat and utilities were expensive and the organization did not have sufficient additional funds to improve the lighting, add programs, and digitize old photos, report cards etc. The Museum had approximately 240 visitors in the summer of 2007, and 180 school children last fall. He noted that the rent on this city-owned facility was \$10,000 per year.

## 2.4 Grenadier Tennis Court

Lesley Rose was in attendance to explain that the existing court is not safe, and that it will cost \$33,000 to repair it. She noted that the City has agreed to pay half the cost, and to fix the fence and replace the net. L. Foster indicated that she would look into the reasons for the court not being properly maintained by the City, and find out how this facility fits into the overall maintenance schedule.

## 2.5 Barriefield Rock Garden

Ron Peterson explained that he had attempted to recruit volunteers from the community to assist with the rock garden. However, this has not worked out for various reasons – e.g. lack of continuity and consistency, need for supervision etc. He told Board members that a grant of \$6,000 would allow for the hiring of a student to work full-time for the summer, to carry out such tasks as planting, upkeep, replacement of plants. For \$2000, it would be possible just to maintain what's there now. It was suggested that students in landscaping and horticulture at some of Ontario's colleges or universities might find a job in this area very attractive. The possibility of the City doing more work on the garden will be pursued.

## 2.6 Literacy Kingston

Anne Jackson, Family Literacy Coordinator for Literacy Kingston, was present to explain that Literacy Kingston would like to provide programs in the former Pittsburgh Township. The program runs as a drop-in playgroup with a literacy focus, and a music component is often also included. J. Szumlanski asked what would happen in future years if funding was provided this year only. Ms. Jackson explained that her organization does what it can, when it can, and would hope that good reports and interest in the program would help the organization with other funding requests in the future. She added that the proposed program could serve about 90 families.

## 2.7 St. Martha's School

Chris Horeczy was present to provide information regarding phase 2 of the Fitness, Recreation and Outdoor Learning Facilities at St. Martha Catholic School. He pointed to the generous support already received from the PCBF, and requested consideration of an additional grant of \$36,922.31 to expand the outdoor recreational facilities at the school. He suggested that if the Board is prepared to support the project, they may wish to spread the funding over 3 years.

## 2.8 Kingston Family "Y"

Peter Kingston spoke to Board members about fund-raising efforts for new developments at the Kingston Y, specifically the new pool. He indicated that Pittsburgh residents make 6,000 to 7,000 visits to the Y each year. The Y relies on memberships and donations to meet costs.

3. Approval of Agenda – an item related to J.E. Horton was added to agenda item #9.

4. Pecuniary Interest/Conflict of Interest

None

5. Approval of Minutes

The following amendments were requested: J. Scott was in attendance but not M. Connor; item 8.2 re soccer fields project to be clarified as follows: it was G. Sutherland's opinion that the PCBF should not be lobbying for the soccer fields; Councillors Foster and MacLeod-Kane supported the project and favoured moving forward to discussions with the City; F. Ivimey believes that this is exactly the kind of initiative we should get behind.

Moved by J. MacLeod-Kane, seconded by J. Scott that the minutes of the November 19, 2007 meeting of the PCBF Board of Directors be approved as amended.

CARRIED

6. Business Arising from Minutes

6.1 Soccer Fields -L. Foster reported on an upcoming meeting (Jan. 23) involving KEDCO, representatives of the PCBF Board of Directors, Councillor Foster, and the City Commissioner with responsibility for City Parks, to discuss the soccer fields at the Business Park. She indicated that the purpose of this meeting was to review the potential project and see how well it is supported. The Board's support for making use of PCBF land in the Business Park as part of the project will be brought forward, and there will be a preliminary discussion regarding the possibility of rezoning not only the PCBF land

but also the property on which the soccer fields are currently situated, so as to bring more certainty to the ongoing use of the land for recreational purposes. L. Foster referred to the upcoming meeting as “testing the waters”.

#### 7. By-law Coordination

J. Szumlanski reported that all AGM minutes had been posted on the web site, and that by-law changes had been typed up by the Board’s administrative assistant and will be interwoven with current by-laws. There was discussion about the need to involve the PCBF solicitor, but it was decided that it was not necessary at this time. The document will be sent to Board members for review. The aim is to complete the update by this year’s AGM.

#### 8. Reports

8.1 Vice-Chair – re: Secretarial Hiring – J. Szumlanski reported that Mae Rombough was the candidate selected by the interview committee as their choice to fill the position of contract administrative assistant.

Moved by J. MacLeod-Kane, Seconded by J. Szumlanski, that the PCBF Board of Directors contract with Mae Rombough to act as administrative assistant to the Board with payment of \$30 per hour for services rendered.

CARRIED

8.2 Board Vacancy – The Secretary had been informed by Fund solicitor Eric Bennett that there was no provision in our by-laws to fill a vacancy on the Board for only a few months – the position could either be left vacant until the next AGM, or the Board could fill the position until the end of the term of the person whose position had become vacant. Because the current vacancy resulted from the resignation of M. Connor whose term on the Board would have run until April 2010, it was recommended by the solicitor that the position be left vacant until the AGM and then voted on by the membership. The majority of Board members felt that it was a more open process to allow the membership to vote on all Board vacancies at the AGM.

Moved by J. Wilson, Seconded by G. Sutherland that the vacant position on the Board be left vacant until the April 2008 AGM, and filled through the standard nomination/election process, and further that the person with the 4th highest number of votes would be elected for a two-year term, and the three people with the highest number of votes would be elected for three-year terms.

CARRIED

It was agreed that the individuals who had indicated they were still interested in serving on the Board would be contacted again by the Board Chair and informed of this decision.

L. Foster raised the issue of making the vote count for Board members public. G. Sutherland asked if there was a legal reason for not giving numbers, but there does not appear to be any such reason. F. Ivimey expressed concern about the possibility of people running for office being embarrassed by having the vote count made public. J. Scott felt that a ranking could be given but not the actual numbers.

Moved by L. Foster and seconded by J. MacLeod-Kane, that the vote count for the Board of Directors at the AGM be made public.

CARRIED

J. Szumlanski read the letter which the Board Chair had sent to Morley Connor following his resignation from the Board. J. MacLeod-Kane indicated that she and A. Levac had made plans to take Morley out for dinner to thank him for his service to the Board.

Re AGM – J. Szumlanski reported that he had booked LaSalle S.S. for the AGM on April 23rd, 2008, but that there was a matter of insurance for the use of the school. This is the first year that we have specifically been asked to pay extra for insurance.

Moved by J. MacLeod-Kane, Seconded by L. Foster that the Board pay liability insurance for the 2008 AGM and that we determine during the course of the next year how this might be covered by the Board's regular insurer.

Discussion followed as to whether or not the PCBF was already covered by our existing insurance policy. A decision on the motion was deferred until the next meeting of the Board, so that verification could be obtained from the Board's insurer as to whether or not appropriate insurance was already in place.

A bill was submitted by Mae Rombough for services rendered to date - \$281.69, primarily for preparation of booklets containing project requests.

Moved by J. MacLeod-Kane, Seconded by J. Scott, that the bill of the admin. assistant be paid.

CARRIED

8.2 Secretary – A. Levac reported that she had spoken to Eric Bennett about the membership list and he was of the opinion that we could amend our bylaws to indicate that all those over the age of 18 living in the former Township of Pittsburgh would automatically be considered to be members of the Pittsburgh Community Benefit Fund without further approval. This will eliminate the need for membership application forms and will make it much easier to maintain more accurate lists. A. Levac will request E. Bennett to prepare the appropriate wording for the bylaw amendment.

8.4 Treasurer - F. Ivimey presented bills in the amount of \$345.98 to Osprey Media, \$48.76 for Kingston On-Line Services, and \$7,977.96 for Thomson-Jemmett Insurance. He also reported that the Market Square payment would be deferred pending receipt of a detailed invoice.

Moved by L. Foster, Seconded by G. Sutherland, that these bills be paid.

CARRIED

The Treasurer also commented on the amount of administrative costs required to carry out the business of the Board.

There was considerable discussion about the amount of funding available for projects. F. Ivimey queried whether or not the Board would be comfortable spending an additional \$44,000 based on the unlocked value of the bonds. He indicated that he believed this would still be in keeping with the intent of the policy related to spending only the interest. Some members felt that any such interpretation should first go to the membership. The Projects Committee will consider project recommendations based on both scenarios.

8.5 Investment Committee – G. Sutherland reported that the Investment Committee was recommending CIBC Wood Gundy as the firm to assist the PCBF Board with investment planning and decisions. He indicated that, upon approval of the selection by the Board, Wood Gundy would be asked to prepare specific recommendations for development of an investment policy.

F. Ivimey did not participate in the discussion or vote on this matter because of his dealings with various companies through his business.

Moved by G. Sutherland, Seconded by B. McConnell, that CIBC Wood Gundy be appointed as the investment advisor to the Pittsburgh Community Benefit Fund.

CARRIED

Moved by G. Sutherland, Seconded by B. McConnell, that the Investment Committee meet with CIBC Wood Gundy and come back to the Board with an Investment Policy Statement.

CARRIED

F. Ivimey expressed his concern about the process that had been followed since he believed that we were within a few weeks of having an investment policy statement prepared in conjunction with RBC who had been handling the Fund's assets. He stated that it has taken a year to contract with a new broker and we still don't have an investment policy when we could have had one last year from RBC.

9. New Business

9.1 – Nominating Committee

Moved by J. Szumlanski, Seconded by J. Scott, that the Nominating Committee consist of G. Sutherland, Chair, J. Wilson, J. Scott, and J. MacLeod-Kane.

CARRIED

9.2 – AGM – Secretary A. Levac distributed a summary of important dates that need to be met in order for the notice of the AGM to be mailed out according to the PCBF bylaws. There was discussion about some of the items that should, or could, be included in the mail-out. J. Szumlanski, A. Levac and M. Rombough will meet to prepare a draft of the mail-out.

9.3 – L. Foster noted that there had been some discussion about the possibility of closing J.E. Horton school, and this was a facility where the PCBF had spent a considerable amount of money. She wondered if there was anything the Board should be doing to ensure that funding dollars are not lost if a project ceases to exist – e.g. in the case of money spent on a playground for a school that is closed.

10. Next Meeting: Board of Directors – Monday, February 18, 2008, 7:00 p.m.  
AGM – April 23, 2008

11. Adjournment – 11:25 p.m.

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J. Szumlanski, Vice-Chair

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A. Levac, Secretary