

Minutes HCIF  
February 13, 2012

Present: Bryan, Carol, Linda, Paul  
Regrets Michelle

Minutes of January meeting approved Paul/Linda

Financial update, we continue to maintain a positive balance in our investments for the past twelve months despite the financial uncertainty in the global market.

Discussion regarding the guidelines associated with our small grants under the five pillars (Youth, Seniors, Health, Education, Community Development) suggesting the guidelines presented were somewhat general and open to broad interpretation. People believed a bullet form guideline with four or five points of reference would be easier for applicants to follow.

Paul offered to edit the guidelines provided board members gave feedback in writing prior to the March board meeting. A multi cultural program with specific guidelines was suggested as a good example. Carl offered to forward this document to Paul. Paul will incorporate the information into bullets and send to board members by email for their comment and suggestions. A final draft will be brought to the March 13<sup>th</sup> board meeting.

Bursary Program:

Bryan will provide information requested by our accountant Donna Smith to ensure bursary recipients receive tax slips associated with reporting bursary income for 2011 tax year.

Concerns associated with the bursary application process and reporting of debt to determine eligibility were raised. There is no mechanism for us to confirm applicant's debt status. It was suggested that recipients be asked to provide income tax return information to confirm financial need.

It was also decided that one board member and two community at large members would be appropriate to recommend to the board candidates to receive the bursary each year.

Charitable Status Update: all required documents have been forwarded to Revenue Canada Agency for approval. Paul will call Charitable Status division to confirm receipt of documents and process for approval of registration.

Seniors Will Program:

Dalhousie Legal Aid and a private law firm are committed to supporting this program with a maximum of five seniors each organization. DLA will do wills for those whose income is \$25,000 or less and the other firm \$45,000. HCIF is asked to make the referrals and screen applicants. Seniors would be required to bring the last two years income tax returns, the wills would need to be simple in nature and seniors would have to live in the immediate area. We discussed a community meeting to inform people of the service. Some discussion on developing a flyer to promote a community meeting and setting time aside at our next meeting to co ordinate the process. Members were asked to give thought to seniors we may know who would want to take advantage of this program. We also discussed setting some funding aside to provide payment for seniors whose incomes may be slightly over the \$25,000 criteria. There was consensus in principal to supporting this idea.

Next meeting is scheduled for March 13<sup>th</sup> 2012 at 5:30 PM and notice that we will be moving meetings to a Tuesday for the immediate future.