

# Halifax Community Investment Fund Society

2 December 2013

## Meeting Minutes

### George Dixon Centre

**Present:** Craig Walkington, Bryan Darrell, Melinda Daye, Michelle Strum and Paul O'Hara.

**Absent:** Linda Mantley, and Carl Gannon

**Guests:** Norman Greenberg, Bernie Smith (All from Community Carrot)

1. **Call to Order:** 5:36pm
2. **Agenda Approval:** Moved / Seconded by Bryan / Paul to accept the agenda as amended. Carried.
3. **Approval of Minutes From 4 November 2013 Meeting:** Moved / Seconded by Melinda / Bryan to approve the minutes of the 4 November 2013 meeting as tabled. Carried.
4. **Community Food Store - Carrot Cooperative Limited:** An agreement was drafted by Community Carrot in accordance with the motion passed at the last HCIF meeting. This draft agreement was forwarded to the lawyer representing the HCIF and it was significantly amended in favour of the HCIF to ensure that risk was minimized. Of note is that the lawyer recommended that the section requiring HCIF representation on the Community Carrot Board be removed so as to ensure that there is an "arms-length" relationship between both boards. The agreement stipulates that HCIF will provide a loan of \$100,000 and it will be secured through a second mortgage that Community Carrot will take out on its property once it is acquired in March 2014. The first mortgage is to the Truro Credit Union. The HCIF lawyer also prepared a resolution reflecting the motion from the last meeting and it was presented to the HCIF Board for signature. The legal documents required for the loan agreement were signed by both Craig Walkington and Norman Greenberg. On behalf of Community Carrot, Norman expressed gratitude the support of HCIF and stated the project would not have happened without that support. (Note: Craig transferred a cheque in the amount of \$100,000.00 to Bernie Smith on Sunday, 8 December 2013).
5. **Update on St. Patrick's-Alexandra School Site:** Melinda reported that the NCCC proposal has been submitted to the Halifax Regional Municipality. Bryan is now an active member of the board of directors for the NCCC.

6. **Financial Update:** Bryan gave a financial report including a handout that summarized the HCIF financial status at the end of November as follows:

Investment Portfolio at ScotiaMcLeod:	\$1,217,206
Bank Account at Scotiabank:	\$ 5,111

7. **Pro Bono Will Preparation Program Update:** Bryan reported he assisted one senior with a visit to the lawyer. The senior was anxious about the process, however was very pleased with the service. Bryan said it was a very rewarding experience and encouraged other board members to consider being part of the program. He does have one more senior who will be meeting with a lawyer to complete a will in the near future. Bryan indicated that he had sent a letter of thanks to the law firm.

8. **Bursary Program Update:** Item deferred due to the absence of Carl Gannon. Craig noted that he would be issuing the second instalment of bursary cheques to the respective educational institutions by the middle of December.

9. **Board Revitalization:**

- a. **Brochure** – The draft brochure was shared and discussion indicated a number of potential supports to advance a final draft. Michelle will identify a marketing organization from the area to prepare a draft.
- b. **Board Skill Set Inventory** – Bryan asked members if they had updated their assessment and it was decided to go through the assessment exercise at the HCIF social gathering.
- c. **Board Retreat** – The draft retreat proposal was discussed and the HCIF Board felt it was important and ideal to have full board representation and an overnight venue away from Halifax. Discussion also included whether the focus of the retreat needs to be “procedural” or “process”. It was expressed that we do well already with procedure and that the visioning or extended planning/purposes of our organization might be a better fit for our time together. Bryan suggested that a pre-meeting survey would be distributed and the conveners would adjust the agenda to meet our needs. This will be discussed as part of the December 16<sup>th</sup> gathering.

10. **Other Business:**

- a. **Letter Outlining HCIF Board Achievements** – Bryan circulated a draft letter that outlined the role of the HCIF and its achievements. He noted that we should send the letter to key politicians and other

organizations to outline the successes of the HCIF Board. Craig said he would take the draft letter and amend it to his style and send it.

- b. HCIF Social Gathering – It was decided that we would gather at Craig's home for a pot-luck supper on 16 December 2013 and we would complete the skills inventory at the gathering.
11. **Next Meeting:** Next Meeting – Monday, 6 January 2014 at 5:30pm at the George Dixon Centre
12. **Meeting Adjournment:** 6:57pm