

# Halifax Community Investment Fund Society

3 February 2014

## Meeting Minutes

### George Dixon Centre

**Present:** Craig Walkington, Bryan Darrell, Linda Mantley, Michelle Strum, Carl Gannon and Paul O'Hara.

**Regrets:** Melinda Daye

**Guests:** Marnie Gillis (Website Developer)

1. **Call to Order:** 5:33pm
2. **Agenda Approval:** Moved / Seconded by Bryan / Michelle to accept the agenda as amended. Carried.
3. **Approval of Minutes From 6 January 2014 Meeting:** Moved / Seconded by Linda / Bryan to approve the minutes of the 6 January 2014 meeting as tabled. Carried.
4. **Website Development:** At Michelle's invitation, Marnie Gillis, a local website developer, attended the meeting and outlined the requirements for a new website. She shared her résumé and the discussion centered on the following points:
  - a. Website Hosting – The HCIF Board wants the hosting to be in Canada (versus the current arrangement in the United Kingdom). A Saskatoon web provider was recommended with the logic being the organization is fairly large which means reliability, hacker protected, and competitive rates.
  - b. Website Content – The site would contain mainly basic information with the ability for “user refresh” meaning board members could upload information to the site on an as-required basis. Marnie would provide the necessary training for board members to use the website. Word Press is the program that would be used to upload documents. Craig said that the website should have multiple folders and have the ability to upload photos with captions.
  - c. Archiving information using PDF files was suggested.

- d. There was some discussion on the use of Facebook versus a website. Marnie suggested a Facebook page could complement the website, but for the HCIF Board's purposes, Facebook would not be suitable as a replacement for a website. Michelle said she had a HCIF Facebook page and had shared HCIF information and Facebook members could visit this through Michelle.

It was decided that developing a new HCIF website would assist the HCIF Board to promote its work. Marnie will submit a proposal in two weeks. If approved, Craig will work with Marnie to advance the development. Communications will be by email to Craig and Michelle will be copied.

**5. Brochure:** Craig noted that David MacDonald, the person who is developing the brochure, had met with Bryan and Craig to review an extensive list of questions in order to determine the nature of the HCIF Society and its objectives. The approach will be to develop a template that will allow modification. The first brochure will allow us to identify to the community who the HCIF Society is and what it does. Another version could focus on fund raising, and a third version could be directed at specific stakeholders. A draft brochure was forwarded to Craig and Bryan for review. Craig and Bryan noted that the first draft gave the impression that the HCIF provides direct financial assistance to individuals rather than via programs such as the Bursary or Pro Bono Will programs. The draft brochure was passed around and comments included that it should avoid wording that might depict the community as in of need "betterment". Additionally, the brochure should not convey that the HCIF is a catch-all for "financial assistance" but rather a facilitator supporting progressive community development. Michelle has "testimonies" from past bursary recipients on her Facebook page and will send these to Craig for inclusion. Craig said he would meet with David to review the required changes.

**6. 2014 Budget:** A draft budget was tabled for discussion and approval. It was decided to include funding for hosting an Annual General Meeting and Directors' Insurance. Expenditures will exceed Revenues in the approved budget; however, there are funds from income that was accumulated but not spent from previous years in the investment portfolio and a portion of this income will be used to offset the deficit in the budget.

**Motion** – Moved / Seconded by Bryan / Michelle to approve the proposed 2014 Budget. Carried. The approved 2014 Budget is attached at the end of the meeting notes.

**7. Update on St. Patrick's-Alexandra School Site:** Deferred as Melinda was not in attendance.

**8. Financial Update:** Bryan gave a financial report including a handout that summarized the HCIF financial status at the end of January 2014 as follows:

Investment Portfolio at ScotiaMcLeod:	\$1,125,322
Bank Account at Scotiabank:	\$ 2,339

**9. Pro Bono Will Preparation Program Update:** Bryan had a meeting with the law firm McInnesCooper on Friday, 10 January 2014. McInnesCooper are very pleased with the program. To-date, three seniors have been helped with their Will. Bryan noted that the Wills are not as “simple” as expected. The following points were agreed at the meeting between Bryan and McInnesCooper:

- a. The evaluation criteria for program candidates is excellent (Candidates must provide their Canada Revenue Agency Notice of Assessment for the two most recent years; have annual income no more than \$45,000; and should only require a simple Will structure).
- b. McInnesCooper wants the full names and addresses in advance of the meeting. This information could be collected by providing an application form on the reverse of the Pro Bon Wills program brochure.
- c. McInnesCooper are still very interested in continuing with the program and are willing to have their name attached to the program and any brochures advertising the program.
- d. It was suggested that the program brochures could be placed in the following sites: YMCA, George Dixon Centre, Youth Net, North Branch Library, and the Mi’Kmaq Friendship Centre.

Pamela Gloade-Desrochers, Executive Director of the Mi’Kmaq Friendship Centre, has invited the HCIF Board members to come to the February Elders evening meal to promote the program. The meal is held late in the month. Board members are asked to advise Bryan if they are interested in attending.

**10. Bursary Program Update:** Craig noted that the second instalment of bursary cheques had been sent to the educational institutions on 16 December 2013 and no letters from the institutions advising that a student has not re-registered have been received to-date. Carl said that the Board should not alter its residency requirements to allow applications from people who had just moved out of the area as it would be too difficult to monitor and control. He noted that any such applications could be considered by the Board on a case-by-case basis. Carl said the applications are ready and being distributed. The application deadline is 5 May 2014. Carl and Michelle are members of the Bursary Selection Committee, with two others from the community at large (Sheila Lucas and Rev. Rhonda Britton). Carl indicated he will approach the Halifax Youth Foundation for financial support to the program.

**11. Board Revitalization:**

- a. 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. It was agreed that it would be best to create a separate session for governance and compliance rather than include these components in the retreat; thereby, allowing more time for visioning. Craig will investigate how to achieve the governance/compliance session, with the possibility of including other volunteer groups to defray costs. It was determined that either the weekend of 11-12 April or 25-26 April would be set for the retreat at Cornwallis.

**12. Work Plan 2014:** Craig said that he would like to table a work plan at the next HCIF Board meeting that would outline the priorities and activities for 2014. He noted that although there was progress on some issues, there are still areas that need addressing such as updating the By-Laws. He said that this plan should be tabled every December and would also assist in preparing the annual budget. It was decided that a work plan should be an end-product of the Board retreat.

**13. Next Meeting:** Next Meeting – Monday, 3 March 2014 at 5:30pm at the George Dixon Centre

**14. Meeting Adjournment:** 7:10pm

<b>Halifax Community Investment Fund Society</b>	
<b>Budget 2014</b>	
<b>Revenue</b>	
Investment Income	\$ 40,504
<b>Total Income</b>	<b>\$ 40,504</b>
<b>Expenses</b>	
Joint Stock Companies Annual Registration Fee	\$ 35
Postal Box Rental	175
Accounting Fees	2,000
Investment Fees	10,000
Banking Fees	200
Office Supplies (Printing, Postage, Stationary)	200
Website Maintenance	200
Bursary Program (10 x \$2,500.00)	25,000
Annual General Meeting Hosting	500
Directors' Insurance	1,500
Website Design	2,000
Board Retreat - 1 (Compliance/Governance in Halifax)	2,000
Board Retreat - 2 (HCIF Review - Cornwallis)	5,000
Brochure Design and Printing	1,000
Board Social - 1	150
Board Social - 2	150
<b>Total Expenses</b>	<b>\$ 50,110</b>
<b>Excess Income/(Cost Overrun)</b>	<b>-\$ 9,606</b>
Unexpended Income from Previous Years	\$ 37,563
Approved at HCIF Board Meeting on 3 February 2014	