

Halifax Community Investment Fund Society

3 March 2014

Meeting Minutes

George Dixon Centre

Present: Craig Walkington, Bryan Darrell, Linda Mantley, Melinda Daye, Carl Gannon and Paul O'Hara.

Regrets: Michelle Strum

1. **Call to Order:** 5:37pm
2. **Agenda Approval:** Moved / Seconded by Bryan / Paul to accept the agenda as amended. Carried.
3. **Approval of Minutes From 3 February 2014 Meeting:** Moved / Seconded by Bryan / Carl to approve the minutes of the 3 February 2014 meeting as tabled. Carried.
4. **Brochure Update:** Craig noted that he and Bryan had met with David MacDonald to review the brochure and raise the points noted at the last HCIF meeting. David will incorporate those points and provide the next version to Bryan and Craig for review. David noted that he will investigate the cost of using stock photography in the brochure versus photographing people in the community. There are pros and cons of each method and David will advise us after his investigation. Craig also noted that David has a deadline of 1 April for the brochure as he is going away for an extended period.
5. **Website Development:** Craig distributed the proposal that was submitted by Marnie Gillis, a local website developer, who presented at the last meeting. After discussion it was decided that Craig would:
 - Contact Marnie Gillis to further discuss aspects of her proposal.
 - Contact NSCC and NSCAD to determine if those institutions have some sort of internship program to design a website.
6. **Update on St. Patrick's-Alexandra School Site:** Melinda said that she believed a staff report would be tabled with HRM Council in March. Craig asked Melinda if she could check with Councillor Watts as to when the report will be tabled and when public input would be sought on the proposal.

7. **Financial Update:** Bryan distributed a financial report that summarized the HCIF financial status at the end of February 2014 as follows:

Investment Portfolio at ScotiaMcLeod:	\$1,137,742
Bank Account at Scotiabank:	\$ 2,112

8. **Pro Bono Will Preparation Program Update:** Bryan noted that there was no update other than word in the community is positive on this initiative. The HCIF Board is still waiting for the date of the supper at the Mi'kmaq Friendship Centre so that Board members can attend if they are interested.

9. **Bursary Program Update:** Carl noted that applications had been distributed, but it was still early for applications to be received. The application deadline is 5 May 2014. He noted that there will not be any grant from the Halifax Youth Foundation as they only accept applications in September. He also noted that the process to apply for a grant will be different going forward.

10. **Board Revitalization:**

- a. **Board Retreat** – The retreat workshop is scheduled for April 25/26 and we will travel together in a van. There were suggestions that we focus on short/mid/long term goals and where do we want to be in the future. It was decided that the next HCIF Board meeting on 7 April will have a reduced agenda in order to confirm our mission/vision and pillars, allowing the retreat to focus on “the how”. Bryan will invite a facilitator from the retreat workshop to observe our meeting on 7 April 2014.
- b. **Board Compliance/Governance** – Craig noted the importance of ensuring that the HCIF Board is compliant and has arrangements in place, such as up-to-date By-Laws and a succession plan, to ensure that we have a healthy and sustainable organization that can meet its objectives. To that end, Craig and Bryan met with Bronwyn MacKinnon from HRM Community Services on 3 March to discuss our requirements and set out a plan to meet those requirements. Craig said he is expecting a proposal from Bronwyn.

11. **List of HCIF Bursary Recipients:** Craig noted there was a requirement to have a comprehensive list of all of the bursary recipients including their contact information. Linda was asked if she would take on this task if provided with the information by Craig and Carl. Linda agreed.

12. **Next Meeting:** Next Meeting – Monday, 7 April 2014 at 5:30pm at the George Dixon Centre

13. **Meeting Adjournment:** 6:43pm