

Halifax Community Investment Fund Society

3 November 2014

Meeting Minutes

George Dixon Centre

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

Regrets: Michelle Strum.

1. **Call to Order:** 5:42pm.
2. **Agenda:** Moved / Seconded by Paul / Bryan to accept the agenda as amended. Carried.
3. **Approval of Meeting Notes from 6 October 2014:** Moved / Seconded by Linda / Bryan to approve the minutes of the 6 October 2014 meeting as tabled. Carried.
4. **Financial Update:** The HCIF financial status at the end of October 2014 was as follows:

Investment Portfolio at ScotiaMcLeod:	\$1,204,062
Bank Account at Scotiabank:	\$ 2,156

5. **HCIF Brochure:** Craig tabled the latest draft of the brochure and noted that it was almost complete with the exception of adding the Bursary Program to the list of HCIF programs and projects and listing the HCIF mailing address and website address, once the latter is known. Once finalized, the brochure will have a limited printing and it is the intention to initiate a letter writing campaign outlining the HCIF and its work and the brochure will be included with each letter. It was noted that we need to acknowledge David MacDonald who prepared the brochure pro bono.

6. **Website Redesign:**

- a. **Confirmation of Email Vote** – As noted in the minutes from the last meeting, Erving Croxen withdrew his proposal and it was determined that the HCIF would select Marnie Gillis to re-design the website. Craig had canvassed the Board through email and asked them to vote on accepting Marnie Gillis' proposal. The following electronic vote was confirmed:

Motion: Moved that the HCIF spend up to \$3,000.00 before taxes to contract Marnie Gillis to redesign the HCIF website. Moved / Seconded by Bryan / Paul. Carried.

- b. Website Re-Design Update – Craig said that he had met with Marnie Gillis and the design is underway. The website will include social media. Craig noted that a number of files required conversion to PFD format. It was questioned as to whether we should post our financial information of the website and after debate it was decided that in order to be transparent, the year-end financial reports from the accountant would be posted.

7. **Board Recruitment:** Craig noted that he had only received one application so far; however, the deadline was not until 14 November 2014. The intention is for the Recruiting Sub-Committee to interview candidates by 30 November and table its recommendations at the 1 December 2014 meeting.

8. **Community Outreach Project:** Craig said he had met with Paul Shakotko (United Way) and LaMeia Reddick to review the results of LaMeia's work and to discuss the next steps. He said that LaMeia would prepare a one-page proposal for the next steps. Craig circulated the draft document containing the inventory of organizations in our community and it was noted that some groups were missing from the list. Craig said he would ask LaMeia to send him an electronic version and he would forward it to the Board members for review. It was suggested that we should categorize each organization in accordance with the HCIF 5 pillars (Youth, Seniors, Education, Community, and Neighbourhood).

9. **Board Development – HRM Volunteer Conference:** Craig noted that there was an opportunity for Board members to participate in the HRM Volunteer Conference (21/22 November 2014) and the HCIF would cover the registration fees. He noted that both he and Bryan were registered.

10. **Charitable Donations to HCIF:** Bryan noted that it was possible to designate the HCIF to receive donations through the United Way campaign. Employees can designate funds to go to the HCIF, and Board members donating to United Way were asked to consider the HCIF when designating the recipient of their donations.

11. **Pro Bono Wills Program:** Bryan circulated an outline indicating the program's objectives and purpose. Bryan will take responsibility to move this program forward.

12. **Community Carrot Mortgage Confirmation:** Bryan said that he had asked our lawyer to review and confirm that the HCIF is listed on the Community Carrot mortgage for the building. Bryan said that he had received confirmation and the legal fees for this consultation were now due.

Motion: Moved that fees of \$323.38 be paid to BoyneClarke for legal services. Moved / Seconded by Bryan / Melinda. Carried.

13. **HRM Volunteer Awards:** Bryan noted that there are annual HRM Volunteer Awards with categories for organizations and individuals. It was noted that nominating the HCIF would aid in raising its profile. The deadline for nominations is 12 December 2014. Craig said he will investigate this issue.

14. **HCIF Board Social:** There will be a Board social gathering at Craig's home at 6:00pm on Wednesday, 3 December 2014. Craig said he will circulate an email.
15. **Next Meeting:** The next HCIF Board meeting will take place at 5:30pm on Monday, 1 December 2014 at the George Dixon Centre.
16. **Meeting Adjournment:** 7:05pm.