

# Halifax Community Investment Fund Society

4 December 2017

## Monthly Meeting Minutes

### George Dixon Centre

**Present:** Bryan Darrell (Treasurer), Melinda Daye, Amy Hunt (Secretary), and Craig Walkington (Chair).

**Absent:** Carl Gannon (Vice-Chair), Linda Mantley

1. **Call to Order:** 5:42 pm
2. **Agenda:** Moved by Bryan / Seconded by Melinda to approve the agenda as amended. CARRIED.
3. **Approval of Meeting Minutes from 6 November 2017:** Deferred until members from the meeting on 6 November are present.
4. **Financial Update:** Bryan tabled the monthly financial report for November 2017:

The HCIF financial status at the end of November 2017 was as follows:

Investment Portfolio at ScotiaMcLeod:	\$1,395,618
Bank Account at Scotiabank:	\$ 15,880

Estimated annual income from the investment portfolio is approximately \$49,758.

Craig noted that \$15,000 was transferred from the investment portfolio to the bank account in late November in order to cover the second installment of the bursaries.

5. **Bursary Program Update:** Craig sent the second installment of the bursaries to each of the applicant's educational institution. The cheques were dated for 4 December 2017 and the covering letter requested that the cheques be cashed before the end of 2017.
6. **Planning for the Next Celebration of Our Youth Event in February 2018:** The Board Members discussed how to proceed with this year's event, building on last year's success. Craig is still in the process of booking a venue. Amy will update the event flyer from last year to start promoting the (2<sup>nd</sup> annual) event once details of time and location are determined. The Board Members emphasized the importance of having municipal, provincial and federal representatives and leaders present at the event in support of youth, families and our community. Craig will send a hard copy invitation followed by an email to a list of people that are proposed by the Board Members. Craig asked members to send the proposed list of suggested special guests by end of this week (8 December 2017). The Board Members discussed the names of youth that would be considered for awards this year. We will start with the names of youth that have received bursaries, and extend to youth recognized by

local leaders (Rev Britton), schools (Citadel, Oxford, Highland Park) and organizations (Hope Blooms, St. George's YouthNet). The draft sequence for the event, including organizations to invite, food and door prizes were reviewed. Board Members were encouraged to look for donations via local businesses. Bryan will create the framed certificates again this year. Photography and social media will be done by Amy.

7. **Notice of HCIF Annual General Meeting (AGM)**: On 8 January 2018, we will have our Annual General Meeting to elect executive, approve the budget, set the strategic priorities and table the Chair's Report. It is not a public meeting. This meeting will be off-site at Craig's home and would combine the AGM and a social.

8. **HCIF Board Recruitment Strategy Update**: Bryan reported that four individuals have been identified as part of our board recruitment campaign. As a timeframe, the board agreed to conduct interviews and finish the recruitment process by the third week of January with at least two current board members at each interview. New members will be able to participate in the meeting on 5 February 2018.

9. **Approval of Expense**: Moved by Bryan / Seconded by Melinda to approve \$126.50 in fees to allow three board members to participate in a professional development workshop by the Institute of Corporate Directors. CARRIED.

10. **Social Media Plan for Next Month**: Amy to update email. Also, to promote the HCIF Youth Event via Twitter, and offer a "Year in Review" on Twitter with highlights of the year, and offer Seasons Greetings.

11. **Next Meeting**: The next HCIF Board Meeting will take place at 5:30pm on Monday, 8 January 2018 at Craig's home.

12. **Meeting Adjournment**: 6:37pm. Moved by: Bryan.