

Halifax Community Investment Fund Society

5 May 2014

Meeting Minutes

George Dixon Centre

(Revised 14 May 2014)

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

Absent: Melinda Daye.

1. **Call to Order:** 5:38pm.
2. **Agenda Approval:** Moved / Seconded by Bryan / Michelle to accept the agenda as tabled. Carried.
3. **Approval of Minutes From 7 April 2014 Meeting:** Moved / Seconded by Michelle / Linda to approve the minutes of the 7 April 2014 meeting as tabled. Carried.
4. **St. Patrick's-Alexandra School Site Update:** No report; however, it is expected that the HRM Staff Report will be tabled before HRM Council in mid-May 2014.
5. **Financial Update:** A handout outlining the HCIF financial status was distributed. The HCIF financial status at the end of April 2014 is as follows:

Investment Portfolio at ScotiaMcLeod:	\$1,167,804
Bank Account at Scotiabank:	\$ 6,120
6. **Pro Bono Will Preparation Program Update:** Bryan said that he had met with the representatives from McInnesCooper who hold up the Wills Program as an example of their community service. Bryan suggested that we need to "cement" the relationship with McInnesCooper. There was discussion on how this could be achieved, such as inviting them to an HCIF Board meeting or an HCIF social event. Bryan said he would review the suggestions and report back to the HCIF Board with recommendations.
7. **Bursary Program Update:** Carl reported that there were seven applications to-date with two applications coming from outside of the HCIF defined area. Given the low number of applications, it was decided to extend the deadline to 23 May

2014, and the applications received so far would be noted as having met the original deadline of 5 May 2014. (Note: The deadline extension was rescinded as there were sufficient applications upon checking the mailbox on 6 May 2014).

8. Provincial Black Basketball Association (PBBA) – Support

Opportunities: Carl outlined three opportunities to support this local association and its upcoming tournament:

- a. Purchase an HCIF advertisement for the PBBA tournament program.
- b. Purchase a table for 10 people at the PBBA tournament dinner and dance on 17 May 2014, where there would be an opportunity to speak and promote the HCIF.
- c. Purchase individual tickets for the PBBA tournament dinner and dance.

Motion: Moved / Seconded by Linda / Michelle to purchase a full page HCIF advertisement in the PBBA tournament program at a cost of \$500.00. Carried. (Note: Bryan and Carl recused themselves from voting on this matter as they are members of the PBBA).

Motion: Moved / Seconded by Paul / Linda to purchase a table for 10 at the PBBA tournament dinner and dance at a cost of \$600.00. Carried. (Note: Bryan and Carl recused themselves from voting on this matter as they are members of the PBBA).

Bryan agreed that he would prepare a draft advertisement that would include information about the HCIF and the HCIF Bursary Program.

It was suggested that perhaps Melinda could speak at the dinner and dance about the HCIF and its work and also have testimonials from people and organizations that have benefitted from the various HCIF programs. The 10 tickets to the PBBA tournament dinner and dance were distributed.

9. Board Revitalization:

- a. Results From HCIF Board Retreat – All those present at the retreat said it was successful and the initial report from the Annapolis Basin Conference Centre was a good basis for the development of the HCIF Strategic Plan. It was agreed that the HCIF Board would initially review and approve the main strategic objectives and then focus on preparing the details of achieving/implementing those objectives.

Motion: Moved / Seconded by Bryan / Michelle that the HCIF board approve the following amended Strategic Objectives with details and action plan to be confirmed. Carried.

Strategic Objectives:

- I. **Visibility Objective** – To implement a Communications Plan to improve visibility in the community by December 2014.
 - II. **Bursary Program Objective** – To generate “x” number of applications from eligible residents for financial assistance by May 2014.
 - III. **Seniors Wills Program Objective** – To provide pro-bono will services to “x” number of seniors in 2014 and to increase by “x” percentage in 2015 and 2016.
 - IV. **Board Rejuvenation Objective** – To implement an HCIF Board Recruitment, Training, and Succession Plan by December 2014.
 - V. **Collaboration/Partnerships Objective** – To establish new partnerships in each of the five HCIF pillars with organizations that support our mandate within the next 24 months.
- b. **Board Compliance/Governance Workshop** – Bryan gave a brief overview of the compliance and governance training that he had attended on 28/29 April 2014 with the Institute of Corporate Directors and the University of Toronto Rotman School of Management. Issues covered were: Corporate and Not-for-Profit Boards in the context of similarities, board member liability, roles and duties of board members, stakeholder issues, influencing change, and best practices. Bryan stated it was a great experience and he encouraged Board members to participate. He did note it was quite expensive at approximately \$2,800. There was discussion on the upcoming HRM Community Services sponsored workshop at the end of June and how Bryan’s recent experience could be incorporated. Bryan suggested that perhaps the Annapolis Basin Conference Centre could also do a compliance/governance workshop given that this aspect was originally scheduled in the HCIF Board Retreat. Bryan will investigate and report back to the HCIF Board.

10. **Next Meeting:** Next Meeting – Monday, 2 June 2014 at 5:30pm at the George Dixon Centre

11. **Meeting Adjournment:** 6:56pm