

# Halifax Community Investment Fund Society

6 January 2014

## Meeting Minutes

### George Dixon Centre

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

**Absent:** Carl Gannon

**Guests:** David MacDonald

1. **Call to Order:** 5:38pm
2. **Agenda Approval:** Moved / Seconded by Bryan / Linda to accept the agenda as amended. Carried.
3. **Approval of Minutes From 2 December 2013 Meeting:** Moved / Seconded by Linda / Bryan to approve the minutes of the 2 December 2013 meeting as tabled. Carried.
4. **Brochure:** At the invitation of Bryan, David MacDonald attended the meeting. David MacDonald is a graphic artist interested in volunteering his time to support the development of a brochure for HCIF. Craig gave an overview of our organization. Discussion points included the intent of a brochure is often broad with websites containing more focused information. It is not what you say, but how you say it. The brochure text is most important and would be presented in a matter that makes it interesting to the intended audience. It should include our intent as an organization, what we do and who benefits. Statements indicating why someone partnered with us or how someone benefitted from us would be helpful. There was a question about whether a group photo of our Board or individual photos of Board members was of value. It was agreed that Craig would provide text on such areas as Background/History, Mission/Vision, Five Pillars, etc to David as a starting point. The objective is to table a near-to-completed brochure by the March 2014 meeting.
5. **Update on St. Patrick's-Alexandra School Site:** As noted at the last meeting, Melinda reported that the NCCC proposal has been submitted to the Halifax Regional Municipality. HRM Staff has requested a financial statement from the NCCC.

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

Investment Portfolio at ScotiaMcLeod:	\$1,116,482.85
Bank Account at Scotiabank:	\$ 7,418.66

In addition, Bryan noted the following information in the Investment Portfolio:

Opening Valuation 1 January 2013		\$1,215,696.34
Less Transfers:		
Community Carrot Loan	\$100,000.00	
NCCC Grant	25,000.00	
1 <sup>st</sup> Bursary Transfer	13,750.00	
2 <sup>nd</sup> Bursary Transfer	<u>10,000.00</u>	(Note)
Total Transfers		( 148,750.00)
	Net Valuation	\$1,066,946.34
Closing Valuation 31 December 2013		<u>\$1,116,482.85</u>
	<b>Net Change in Portfolio Valuation</b>	<b>\$ 49,536.51</b>

Note: Total bursary expenses were originally approved and funded for \$27,500.00; however, only 10 bursaries totaling \$25,000.00 were actually issued. As such, fewer funds were transferred to the bank account in December 2013.

It was also noted that a proposed Budget would be tabled at the next HCIF meeting in February.

7. **Pro Bono Will Preparation Program Update:** Bryan reported that two seniors had gone through the program. As noted at the last meeting, Bryan indicated that he had sent a letter of thanks to the law firm, and since then had received a note back indicating that they were very pleased with the process and are eager to continue and grow the program. Bryan will be meeting with the law firm on Friday, 10 January 2014.

8. **Bursary Program Update:** Craig noted that the second instalment of bursary cheques had been sent to the educational institutions on 16 December 2013. Carl was absent but indicated by email that he was ready to proceed with the program for the upcoming year. He recommended that the Board not pursue allowing 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.

**Motion:** Moved / Seconded by Bryan / Melinda to approve and fund ten bursaries, each in the amount of \$2,500.00, to be distributed in two parts of \$1,250.00 in August 2014 and \$1,250.00 in December 2014. Carried.

**9. Board Revitalization:**

- a. HCIF Board Skill Set Inventory – The skill set matrix was completed at the social gathering on 16 December 2013. It was noted that scoring was low in the following three areas: Legal, Marketing, and Fund Raising. There was discussion that any future recruitment of new Board members must try to close these skill gaps. Michelle offered to edit/update the interview questions for new board members.
- b. 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 discussed if the retreat should be delayed until new Board members were recruited as the retreat would be a good “bonding” experience. It was decided that the Board could potentially participate in two retreats: An initial retreat for current Board members and then a second retreat to review progress that would include new Board members. Craig noted that a second retreat would have to be budgeted. It was finally decided that we would delay the retreat until at least April and that we would solicit all members for preferred retreat dates at the next meeting. There was also discussion on the focus of the retreat, ie. visioning versus procedural content. It was determined that procedure was important for compliance and Board member continuity purposes. Bryan said that procedure training could be achieved through a combination of interviews prior to the retreat and some training in the early stages of the retreat. This format would allow time for a visioning process during the retreat.

**10. Other Business:**

- a. HCIF Social Gathering – A pot-luck supper social gathering on 16 December 2013 at Craig’s home was a great success. It was suggested that we do something similar on a quarterly basis. There were some expenses to cover for the 16 December 2013 event.

**Motion:** Moved / Seconded by Melinda / Michelle that \$80.00 be approved to cover expenses for the HCIF Board Social event on 16 December 2013. Carried.

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

12. **Meeting Adjournment:** 7:15pm