

## **HCIF, 6 May 2013**

### **Meeting Minutes**

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

**Absent:** Linda Mantley

**Call to Order:** 5:33pm

**Agenda Approval:** Moved/Seconded by Carl/Bryan to accept the agenda as tabled.

**Approval of Minutes from 4 March 2013 Meeting:** Moved/Seconded by Michelle/Bryan to approve the minutes of the 4 March 2013 meeting as tabled.

**HCIF Registration:** Craig confirmed that the registration with the Registry of Joint Stocks is now current and the current registration should now be reflected on the Registry's website.

**Financial Update:** Bryan gave a financial report including a handout that summarized our status. Discussion included acknowledgement that in the past five years we have done well including contributing over \$100,000 in educational bursaries. The investment portfolio balance as at end April 2013 was \$1,267,877.

**Pro Bono Will Preparation Program Update:** Bryan confirmed that the program is moving forward and an information session is planned for Sunday, 23<sup>rd</sup> June at 1:30 PM at the Cornwallis Street Baptist Church. This is an after service gathering in the church hall with light food/coffee/tea. Board Members were asked to spread the word and Bryan will make available a brochure explaining the program to board members requesting same.

#### **Bursary Program Update:**

**2012-2103:** It was noted that the 2012-2013 bursaries are now complete and all is in order. In total, only 10 bursaries were actually paid.

**2013-2014:** The application date for 2013-2014 has passed; however, it will be extended as the applications are minimal at this time. Rev. Britton, Shelia Lucas, and Carl are on the Bursary Selection Committee. After some discussion Michelle agreed to join the committee. The application date has been extended to May 17<sup>th</sup> and the committee will meet on May 23<sup>rd</sup> to discuss applications. Pending the number of applications the committee may recommend extending the list above the current 12 bursaries. This will come to the June board meeting.

**Directors' Insurance Update:** Michelle has been exploring liability insurance for board members. She is recommending a liability insurance of \$1,000,000. This is standard for similar organizations of our size without paid employees. Michelle will get three quotes and bring to next board meeting.

**HCIF Website Update:** There was a discussion on our website and it was generally agreed we need to find a new provider, ideally someone local. The site is behind in updated information and the existing process for managing the site does not meet our needs. Discussion included the possible setting up of a competition to build the site within the community. Michelle offered to initiate a Facebook page for HCIF and administer the page until we decide on a website provider. The Facebook page would also serve as a way to advertise our Bursary and Pro Bono wills programs.

**Board Revitalization – Part 1:** We had an interesting discussion on the skills presently existing within board members and some skills required for an operation of our nature. It was decided that we would use time at our June meeting to further this discussion. We would look at the 5 pillars of our mission, decide on the focus/priorities and visioning over the next 5 years, and determine the skill sets we would look for in new board members to assist with this vision/strategic planning.

**Next Meeting:** Monday, 3<sup>rd</sup> June 2013 at 5:30 PM, George Dixon Centre

**Meeting Adjournment:** 7:03pm