

Halifax Community Investment Fund Society

6 October 2014

Meeting Minutes

George Dixon Centre

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

Regrets: Carl Gannon

Absent: Michelle Strum

Guest: Erving Croxen (Website Proponent)

1. **Call to Order:** 5:41pm.
2. **Agenda:** Moved / Seconded by Melinda / Linda to accept the agenda as tabled. Carried.
3. **Approval of Meeting Notes from 8 September 2014:** Moved / Seconded by Linda / Melinda to approve the minutes of the 8 September 2014 meeting as tabled. Carried.

Melinda inquired as to whether the late bursary application was addressed. Craig indicated Carl had contacted the applicant to advise his application was rejected on the basis it was late and that he lived outside of the HCIF area.

4. **Financial Update:** The HCIF financial status at the end of September 2014 was as follows:

Investment Portfolio at ScotiaMcLeod:	\$1,196,580
Bank Account at Scotiabank:	\$ 1,007

5. **HCIF Brochure:** Craig tabled the latest draft of the brochure. The discussion on the last draft was positive with the articulation of our programs being well done and photos reflective of our work. The front photo was discussed and although members suggested something more identifiable of our community was preferred, we were in agreement to accept this draft. Craig will work with the designer to finalize a version. He noted that the brochure printing would wait until the website redesign was done.
6. **Website Redesign:** The Board heard from Erving Croxen who had submitted a proposal to redesign the HCIF website. Erving spoke about his proposal. He named the approach as a "response website" and indicated he would be active in maintaining the site, as well as training a board member on how to upload information. He spoke about social media as a way to ensure that the community is aware of the HCIF work and as a

means of communicating to the public. He offered to forward Craig information on websites he had designed in order to get a feel for the product. He also expressed interest in joining the HCIF Board. Craig offered to meet with Erving around October 15th to refine our website needs and to establish a full proposal from Erving. Members requested any new details be articulated to the Board prior to a decision on website design. Craig suggested we may need another meeting and offered his home on October 20th if we need to meet again. *(Secretarial Note: Erving Croxen called Craig on 7 October 2014 to advise he was withdrawing his proposal. No reason was stated. Subsequently, Craig circulated a motion by email to accept the proposal submitted by Marnie Gillis. This vote will be confirmed at the next HCIF meeting).*

7. **Board Recruitment:** Craig tabled his proposed strategy (enclosed) to recruit new HCIF Board Directors. Part of the strategy is to establish a Recruiting Sub-Committee. The Board found the proposed strategy to be acceptable.

Motion: Moved / Seconded by Linda / Bryan that a Recruitment Sub-Committee be established with a goal of recruiting at least three new HCIF Board members. Carried.

Craig, Paul and Bryan volunteered to sit on the new committee.

8. **Community Outreach Project:** There was no advancement to report on this issue.

9. **Board Development:** There was no advancement to report on this issue.

10. **Next Meeting:** The next HCIF Board meeting will take place at 5:30pm on Monday, 3 November 2014 at the George Dixon Centre.

11. **Meeting Adjournment:** 7:01pm.

HCIF Board Recruitment

Approved Strategy

In accordance with the HCIF Strategic Plan, Strategy "A": Recruit 3 new board members per year utilizing the following actions:

- ID the "ideal" HCIF Board member: including - diversity/skills matrix/community connections
- Match current board members skills against "ideal" board to identify skills gap
- Establish recruitment committee
- Review/revise recruiting materials (form/screening questions/criteria)
- ID potential members through our networks and/or advertise for new members
- Interview/approve candidates

Steps:

Step 1 – Prepare, Approve and Distribute Recruiting Ad and Flyer.
Deadline: 10 October 2014.

Step 2 – Establish Recruiting Sub-Committee (Max 3 Board Members).
Deadline: 6 October 2014 (Regular Monthly HCIF Board Meeting).

Step 3 – Review and Revise: Application Form / Board Selection Criteria / Interview Questions.
Deadline: 16 October 2014 or earlier.

Step 4 – Distribute Application Form to interested candidates.
Deadline: 3 November 2014 or earlier if ready.

Step 5 – Schedule interview and Recruiting Sub-Committee interview applicants.
Deadline: Interview process completed by 28 November 2014.

Step 6 – Recruiting Sub-Committee tables recommended list of new HCIF Board members for approval by HCIF Board.
Deadline: 1 December 2014 (Regular Monthly HCIF Board Meeting).

Step 7 – Advise Successful and Unsuccessful applicants.
Deadline: 4 December 2014.

Step 8 – Provide background materials to new Board members.
Deadline: 8 December 2014.

New Board Members will attend their first HCIF Board meeting on Monday, 5 January 2015.