

# Halifax Community Investment Fund Society

7 April 2014

## Meeting Minutes

### George Dixon Centre

**Present:** Craig Walkington, Bryan Darrell, Linda Mantley, Melinda Daye, Carl Gannon and Michelle Strum.

**Absent:** Paul O'Hara.

**Guests:** Beth Earle, CEO Annapolis Basin Conference Centre

1. **Call to Order:** 5:39pm

2. **Agenda Approval:** Moved / Seconded by Melinda / Linda to accept the agenda as tabled. Carried.

3. **Approval of Minutes From 3 March 2014 Meeting:** Moved / Seconded by Linda / Carl to approve the minutes of the 3 March 2014 meeting as tabled. Carried.

4. **North Central Community Council Association – Cheque Clarification:** Craig stated that during the preparation of the annual financial statements, the HCIF accountant had noticed that the cheque for \$25,000 written in July 2013 to the North Central Community Centre was a different organization than the organization registered with the Nova Scotia Registry of Joint Stock Companies, namely the North Central Community Council Association (NCCCA). As such, clarification was required in order to demonstrate that the two organizations are one in the same. Craig said he contacted Dr. Margaret Casey, Chair of the NCCCA, and asked for a letter clarifying the discrepancy in names. Craig received the letter and read it into the meeting record.

**Motion:** Moved / Seconded by Craig / Bryan to accept the letter and explanation as tabled. Carried. (Letter dated April 1, 2014 from the North Central Community Council Association is enclosed as part of the minutes).

5. **Financial Update:** A handout outlining the HCIF financial status was distributed. The HCIF financial status at the end of March 2014 is as follows:

Investment Portfolio at ScotiaMcLeod:	\$1,160,674
Bank Account at Scotiabank:	\$ 132

6. **Board Revitalization:**

- a. Review of HCIF Vision, Mission and Five Pillars – It had been intended to review the Vision, Mission and Five Pillars in preparation for the Board Retreat at the end of April; however, after discussion with Beth Earle during the meeting, it was determined that this aspect would be included in the Board Retreat.
- b. Board Retreat – The Board Retreat will be conducted at the Annapolis Basin Conference Centre on the weekend of 25/26 April. The Retreat will focus on reviewing the main objectives of the HCIF and we will produce a strategic plan. Beth Earle stated she would circulate a survey via Craig. Bryan has reserved a vehicle and details of the pick-up time and location will be circulated by email. Board members were asked to minimize their luggage. Approximate timings are as follows:

Friday, 25 April 2014

ETD Halifax at 4:30pm  
ETA Annapolis Basin Conference Centre at 7:00pm

Saturday, 26 April 2014

ETD Annapolis Basin Conference Centre at 3:00pm  
ETA Halifax at 5:30pm

- c. Board Compliance/Governance Workshop – Craig tabled a proposed agenda as prepared by Bronwyn MacKinnon from HRM Community Services. It was noted that there would be at least two sessions to complete the agenda, as well as completing homework. Board members noted that they would prefer to meet on a week night and the proposed date is 26 May 2014. Craig said he would contact Bronwyn MacKinnon to determine the date.
7. **Brochure Update:** Craig noted that he and Bryan had received a second draft from David MacDonald and had agreed to hold off on any changes until after the completion of the Board Retreat and David MacDonald's return from vacation.
8. **Website Development:** Craig noted that he had not had an opportunity to contact Marnie Gillis, NSCC and NSCAD. He also stated that any further website development should be postponed until after the Board Retreat.
9. **Update on St. Patrick's-Alexandra School Site:** Bryan noted that the NCCCA Board is proposing the creation of standing advisory board comprised of organizations that have experience in community development projects. The purpose of the propose board would be to assist the NCCCA with the St. Patrick's-

Alexander community centre governance and operation. It is envisaged that the proposed advisory board would remain active to assist other community organizations with similar projects. Bryan said that the goal is to have the advisory board in place by end April 2014.

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

**11. Meeting Adjournment:** 7:08pm

# **NORTH CENTRAL COMMUNITY COUNCIL ASSOCIATION**

**2165 Gottingen Street, Halifax NS B3K 3B5**

Craig Walkington  
Chair Halifax Community Investment Fund Society  
5230 Cornwallis Street  
Halifax, NS B3K 5T6

April 1, 2014

Dear Mr. Walkington:

I wish to clarify that the North Central Community Council Association, registry ID 3269304 at the Nova Scotia Registry of Joint Stock Companies, is the same organization as the North Central Community Centre. This statement pertains to a cheque written by the Halifax Community Investment Fund Society inadvertently written to the North Central Community Centre based on instructions provided to the HCIF. The HCIF cheque number was #131, dated July 8<sup>th</sup>, 2013 in the amount of \$25,000 and was cashed on July 10<sup>th</sup>, 2013.

The \$25,000 grant cheque was deposited and utilized by the North Central Community Council Association in accordance with the original intended purpose that was requested of the HCIF Board, namely to fund the development of a business case on the feasibility of converting the former St. Patrick's Alexandra School site to a community centre.

Yours truly,

*// Original Signed By //*

Margaret Casey  
Chair, NCCCA

*// Original Signed By //*

Rhonda Britton  
Secretary, NCCCA