

Minutes of Meeting HCIF
January 7th, 2013

Present: Craig, Michelle, Melinda, Bryan, Linda, Paul
Regrets: Carl

Agenda was approved with one addition (Bryan/Michelle)

Minutes of December meeting approved (Bryan/Melinda)

Financial Update: Capital Investments continue to do well with an increase again this month. Our bank account has been active due to the bursary program and expenditures/reconciliations. We have spent approximately \$35000 this fiscal year. It was decided we would invite our financial investment advisors to our February meeting to provide an account overview.

Budget: Bryan provided a draft budget for review, we discussed changing our website provider, and Michelle offered to research the possibility of a local website business in the North End. A 2nd budget was also presented with inclusion of staffing/rent and related cost. This would mean approximately \$25000 increase to our budget. We also spoke about board member insurance and the need for this given the nature of our organization/operation. It was generally believed that we have necessary procedures in place to limit liability however Bryan and Michelle offered to inquire through their contacts about feasibility/cost for board insurance. It was decided we would accept a recommendation to acquire insurance subject to the findings of Bryan and Michelle. It was noted that our budget should also include projected income including bursary program, and potential website costs.

Pro Bono Program: we have two law firms on side willing to accommodate 5 seniors each. We discussed holding sessions at the NBL, Cornwallis St. Baptist Church, and the North End CHC. Bryan shared a draft pamphlet he developed. We do not have budget implications at this point however we agreed to provide funding to promote this program if required for the community meetings/sessions to advertise the program.

Bursary Program: 12 cheques were issued in December. There was discussion about one student who did not attend last semester and the status of that funding. Craig will inquire with the educational institution. It was also noted that Peter Greene's files were missing. Paul has located them at his work place. A board member was approached by a student regarding a late application. We decided not to entertain this as it may present problems if we stray from our existing guidelines.

Gottingen Street 250: Michelle spoke about 2014 being the 250th anniversary of the establishment of the immediate community surrounding Gottingen Street.

There is funding available to mark the occasion and HCIF may want to consider partnering with the North End Business Community Association in activities associated with this event. No formal application is in place at the moment and activities associated with the celebration have not been developed. We agreed in principal that it would be something we would support and that it would get our organization recognition in the community.

Chair Priorities: We had a general discussion about mandate/mission as well as governance and related operational concerns. We considered whether asking a municipal councilor to sit on our board would represent a conflict for example. We agreed that having a facilitator and meeting for an extended time would assist HCIF in critiquing our organizational structure including committees, by laws and length of time a board member would serve. We agreed a “retreat” style event in April would assist in this process. Bryan and Michelle both know of facilitators and agreed to inquire regarding availability/costs.

North End Business Association Newsletter: Michelle offered to include a promotion of HCIF in the newsletter, suggesting members may want to make a charitable donation to our organization for tax purposes. This raised the question regarding our charitable status number. Paul was not sure at the meeting but later remembered that Carl had received the correspondence through our P.O. Box. *

Next meeting February 04th 2013

- Paul has located the correspondence regarding the charitable status and forwarded to Craig.