

Halifax Community Investment Fund Society
7 October 2013
Meeting Minutes
George Dixon Centre

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

Absent: Michelle Strum, Linda Mantley

1. **Call to Order:** 5:36pm
2. **Agenda Approval:** Moved / Seconded by Bryan / Carl to accept the agenda as amended. Carried.
3. **Approval of Minutes From 9 September 2013 Meeting:** Moved / Seconded by Bryan / Carl to approve the minutes of the 9 September 2013 meeting as tabled. Carried.
4. **Discussion on the St. Patrick's-Alexandra School Site:** There has been no movement on last month's discussion regarding a meeting with the Department of Community Services Housing Division representatives as Bryan's calls were not returned. After some discussion and a report from Melinda, it was decided not to pursue this meeting. Melinda did report that the NCCC association is now a formal "society". The group has been in the building for a tour and is choosing an architect to develop the site if the bid is successful with the city. The Department of Community Services Housing Division Nova Scotia is an active partner with NCCC and is interested in being part of the proposal. A second community meeting is planed for October. Melinda indicated that Craig and Bryan may be approached to be part of an advisory committee to the NCCC. The major challenge for the NCCC is to come to an agreement through a Memorandum of Understanding by the partners on the governance of the site and its use. The NCCC proposal is due to be submitted to HRM before the end of November.
5. **Financial Update:** Bryan gave a financial report including a handout that summarized the HCIF financial status at the end of September as follows:

Investment Portfolio at ScotiaMcLeod:	\$1,192,185
Bank Account at Scotiabank:	\$ 5,137
6. **Pro Bono Will Preparation Program Update:** Bryan reported that the law firm is ready to initiate the program. Bryan will meet with the North End Community Health Clinic "Walkers Group" in the near future.
7. **Website Redesign:** Deferred due Michelle's absence.

8. **Directors' Insurance:** Deferred due Michelle's absence.
9. **Board Revitalization:**
 - a. **Brochure** – Bryan had distributed a draft brochure at the last meeting and asked for members' comments. There were several discussions surrounding content and the need for a HCIF Society logo. It was decided that Craig would meet with Michelle to determine whether a local marketing/branding firm could review the brochure and make edits to reflect our interest in terms of a logo and mission. Craig will try to report back to the Board members before the next meeting.
 - b. **Board Skill Set Inventory** – Bryan had previously distributed a template and asked Board members to complete an assessment of their skills. This template will be used to determine the strengths and gaps in the required skills to run the HCIF and to assist in recruiting new Board members. This template was reviewed and it was determined that the rating scale would be further refined and circulated.
 - c. **HCIF Board Retreat** – Bryan circulated a proposal for a 48 hour retreat at the Annapolis Basin Conference Centre at Cornwallis Park. The purpose would be to explore opportunities to work together to advance the mission/values of the HCIF and improve Board governance practice. The retreat would likely occur in early 2014. Bryan said he would circulate the proposal by email and asked all Board members to review the document with the objective of potentially approving the funding of the retreat at the next HCIF Board meeting in November 2013.
10. **Next Meeting:** – Monday, 4 November 2013 at 5:30pm at the George Dixon Centre
11. **Meeting Adjournment:** 6:47pm