

# Halifax Community Investment Fund Society

8 September 2014

## Meeting Minutes

### George Dixon Centre

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

**Regrets:** Bryan Darrell

1. **Call to Order:** 5:36pm.

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

3. **Approval of Meeting Notes from 7 July 2014:**

Moved / Seconded by Linda / Carl to approve the minutes of the 7 July 2014 meeting as tabled. Carried.

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

Investment Portfolio at ScotiaMcLeod:	\$1,207,291
Bank Account at Scotiabank:	\$ 1,007

Craig noted that the investment portfolio has done very well over the past few months.

5. **Community Outreach Project:** Michelle updated the board and indicated that LaMeia Reddick was hired to conduct the initial survey of the various organizations in the community. This survey has been completed and compiled and the next task is to categorize the organizations according to the HCIF's five pillars (Community, Neighbourhood, Seniors, Youth, Education). This will also assist the HCIF in identifying its strategic partnerships. There was also mention of potentially connecting local organizations on our website through a community posting board. The HCIF has paid its portion of the amount owed to LaMeia Reddick (\$500.00) and will ask the United Way to handle its portion. Craig noted that he did not want to pay the United Way's portion and then recover it from the United Way as it is confusing from an accounting perspective.

6. **Visibility:** There was no advancement to report on this issue.

7. **Board Recruitment:** Discussion focused on the process to ensure we identify people who will complement our current HCIF Board membership. Marketing, Fund Raising, and Website Management were mentioned as missing skill sets. Discussion also focused around whether we should advertise or use flyers to attract new Board

members. Craig noted that he wanted to have this strategic objective completed by December 2014 and stated that the Board should have an annual recruiting campaign to attract new members. Craig offered to come to the October meeting with a draft advertisement/flyer and a plan to achieve the board recruiting objective. The draft advertisement/flyer and plan will be reviewed and approved at the October meeting.

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

9. **HCIF Brochure:** Craig reported that he had approached all of this year's bursary recipients and asked them to provide a picture and a testimonial on what receiving the bursary means to them. Craig said he had also requested Hope Blooms for a testimonial. Craig said he received three testimonials and two have been incorporated into the third draft of the brochure. He said he is in the process of rewriting some sections of the brochure. As per the Board Recruiting objective, Craig said we must get this project completed before Christmas. Craig said he will bring a draft of the brochure to the October meeting for review and approval.

10. **HCIF Website:** Craig noted that this project should also be completed by Christmas, particularly as the website address is needed for the brochure. He said he had been contacted by an individual referred by Linda. This individual said he would send a proposal, however, Craig had not received anything to-date. Linda said she would contact him. It was decided that the Board would determine how to proceed with the website development at the October meeting.

11. **Bursary Program:** Craig reported that the first installment of the bursaries (\$1,250.00 each) was sent to the educational institutions in the first week of August. He also noted that he checked the mailbox and that there was a Bursary Application postdated in July 2014 from an applicant who lived in Middle Sackville. Carl said he would contact the individual to advise them that their application was unsuccessful. Carl noted that he was working on the grant application to the Halifax Youth Foundation.

12. **Gottigen 250 Celebrations:** Michelle briefed the Board on the activities that will be taking place as part of the Gottigen 250 celebrations on 13/14 September 2014 and encouraged the Board members to attend. More information can be found at [www.gottigen.ca](http://www.gottigen.ca)

13. **Rev. Dr. Rhonda Britton – Seventh Pastoral Anniversary at Cornwallis Street Baptist Church:** Craig read the letter of congratulations that he sent to Rev. Britton on behalf of the Board.

14. **Next Meeting:** The next HCIF Board meeting will take place at 5:30pm on Monday, 6 October 2014 at the George Dixon Centre.

15. **Meeting Adjournment:** 6:25pm.