

# Halifax Community Investment Fund Society

1 December 2014

## Meeting Minutes

### George Dixon Centre

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

**Absent:** Michelle Strum.

**Guests:** Dr. Margaret Casey and Mr. Bernard Smith

1. **Call to Order:** 5:33pm.

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

3. **Approval of Meeting Notes from 3 November 2014:** Moved / Seconded by Linda / Melinda to approve the minutes of the 3 November 2014 meeting as tabled. Carried.

4. **Presentation from the North Central Community Centre Association (NCCC):** Margaret Casey and Bernard Smith spoke to the HCIF Board about the appeal that was lost over the sale of the St. Patrick's-Alexandra School. They indicated that the lawyer who represented the NCCC during the appeal felt there was a strong case to take the matter to the Supreme Court of Canada. The NCCC requested that the HCIF Board signal its support for the NCCC and also consider funding the costs of the appeal in the event that it was lost. The Board pledged its support to the NCCC, but felt it could not make a decision on potentially funding the costs of the appeal based upon the lack of information at that time. The HCIF Board also queried what was being pledged by the three groups who comprise the NCCC. Craig was tasked with conveying these points to Dr. Casey.

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

Investment Portfolio at ScotiaMcLeod:	\$1,203,580
Bank Account at Scotiabank:	\$ 17,556

6. **Community Carrot Cooperative Grocery Store – Request for HCIF Board Consent to Borrow:** Bryan advised the HCIF Board that he had received a request from the Carrot to provide our consent to them to seek a \$75,000 loan from a financial institution. This consent is required as there is a current loan arrangement between the HCIF and the Carrot (dated 30 November 2013). This new loan would provide the

Carrot with additional working capital. Bryan recommended that the HCIF Board approve the consent as it was in the financial interest of the HCIF to see the Carrot succeed.

**Motion:** That the HCIF approve the request by the Community Carrot Cooperative for consent to borrow \$75,000.00 from another institution.

Moved / Seconded by: Bryan / Paul. Carried.

**7. HCIF Brochure Update:** Craig said the brochure was now ready to go to print and requested guidance on the number of copies to be printed in the initial printing run. It was decided to have three hundred copies printed at a total cost of \$240.93. Craig said the brochures would take approximately three business days to be printed. The intention is to enclose the brochure with letters to key figures in Halifax to advise them of the HCIF and its activities in the community. Craig noted that the design work by David MacDonald had been done pro bono and noted that David had incurred expenses associated with printing draft versions and procuring stock photographs. Craig tabled the following two motions:

**Motion:** That the HCIF reimburse David MacDonald in the amount of \$150.99 for expenses associated with preparing the HCIF Brochure.

Moved / Seconded by: Craig / Bryan. Carried.

**Motion:** That the HCIF spend upwards of \$100.00 to purchase a thank you gift for David MacDonald for his pro bono design work of the HCIF brochure.

Moved / Seconded by: Craig / Melinda. Carried.

**8. Website Redesign Update:**

- a. Website Redesign Update – Craig said that he had met with Marnie Gillis and the design is almost finalized. He said the intention is to finalize the design and then go live before 31 December 2014.
- b. Website Maintenance Training – Craig indicated that there will be a requirement to train at least three HCIF Board members on how to maintain the website and to do social media. The training would take two evenings and would be conducted at some point in January 2015. The issue of who will undertake the training will be determined at the January 2015 HCIF Meeting.

**9. Board Recruitment Update – Approval of New Directors:** Craig noted that four applications had been received and that he and Bryan had conducted a standard interview with each applicant over the period of 24 and 25 November 2014. He noted that all four applicants were very strong candidates and recommended that the HCIF Board consider approving four new Directors versus three as agreed to in the HCIF Strategic Plan. After discussion the HCIF Board stated that only three new Directors should be approved in accordance with the Strategic Plan.

**Motion:** That the HCIF Board approve the following new HCIF Directors: Amy-Hunt Boudreau, Lindell Smith and Alexander Zachernuk.  
Moved / Seconded by: Craig / Bryan. Carried.

Craig said he would advise the unsuccessful applicant and he would also contact the new Directors to pass along the following:

- a. That they should attend the next HCIF Meeting at 5:30pm on Monday, 5 January 2015 at the George Dixon Centre.
- b. That they are requested to complete an HCIF Board of Director Information Form for providing information when filing with the Canada Revenue Agency and the Nova Scotia Registry of Joint Stock Companies.
- c. That they are requested to provide a short biography and a picture for the website.
- d. That Craig will send an orientation package to the new Directors to bring them up-to-speed about the HCIF.

**10. Pro Bon Wills Program – Approval of Disbursement Expenses:** Bryan noted that there were some minor expenses associated with the program and that McInnesCooper had forwarded an invoice for payment.

**Motion:** That the HCIF Board approve the payment of \$19.78 to McInnesCooper for disbursement expenses for their pro bono Seniors' Will Program.  
Moved / Seconded by: Bryan / Paul. Carried.

**11. Board Development – HRM Volunteer Conference:**

- a. Report on the Conference – Craig noted that both he and Bryan attended the HRM Volunteer Conference on 21 November 2014 and that it was an excellent networking forum and an opportunity to learn about topics of importance to volunteer organizations. One opportunity that was raised is the possibility of soliciting candidates from the area for the Canada Revenue Agency's Free Tax Return Preparation program. Craig noted that other Board members should consider attending in future years and that the HCIF should consider funding the registration fees for members.
- b. Approval of Conference Registration Expenses – Craig said that both he and Bryan had registered and had paid the conference fee from their own funds.

**Motion:** That the HCIF Board approve the reimbursement of HRM Volunteer Conference registration fees for Bryan Darrell and Craig Walkington in the total amount of \$85.00.  
Moved / Seconded by: Craig / Linda. Carried. (Note: The total amount was \$70.00 as Bryan's fee was \$35.00 vice \$50.00).

**12. HCIF Board Social:** Craig reminded the HCIF Board members about the upcoming social at his home at 6:00pm on Wednesday, 3 December 2014. Craig said he would circulate an email to remind everyone.

**Motion:** That the HCIF Board approve up to \$200.00 to cover expenses for the HCIF Social on 3 December 2014.

Moved / Seconded by: Craig / Bryan. Carried.

**13. Next Meeting:** The next HCIF Board meeting will take place at 5:30pm on Monday, 5 January 2015 at the George Dixon Centre.

**14. Meeting Adjournment:** 7:15pm.