

Halifax Community Investment Fund Society

2 November 2015

Meeting Minutes

George Dixon Centre

Present: Craig Walkington (Chair), Bryan Darrell (Vice-Chair/Treasurer), Melinda Daye (Secretary), Amy Hunt, and Carl Gannon

Regrets: None

Absent: Linda Mantley, Lindell Smith, and Michelle Strum

1. **Call to Order:** 5:35pm.
2. **Agenda Approval:** Moved / Seconded by Bryan / Amy to accept the agenda as amended. CARRIED.
3. **Approval of Minutes From 5 October 2015 Meeting:** Moved / Seconded by Melinda / Bryan to approve the minutes of the 5 October 2015 meeting as amended. CARRIED.
4. **Financial Update:** Bryan gave a financial report including a handout that summarized the HCIF financial status as follows:

End October 2015

Investment Portfolio at ScotiaMcLeod:	\$1,160,779
Bank Account at Scotiabank:	\$6,605

Bryan noted that the investment portfolio was up by approximately \$30,000 from end September 2015. He also said that it appears that the normal banking fees were not charged in October.

5. **Community Carrot – Suspension of Operations:** Craig noted he had circulated an email announcing that the Carrot was suspending operations. He said that he had attended a Carrot members' meeting on 17 October 2015. During this meeting it was announced that several options were on the table regarding the future of the Carrot and that a working group had been formed to explore those options. Craig said that he spoke with the Treasurer of the Carrot and confirmed that the HCIF's loan was secured with the building and that the HCIF was the number two creditor after the bank. Craig said he felt confident that the HCIF would not lose the loan it had made to the Carrot.

6. Report from United Way Gottingen Community Meeting: Craig said that he had attended another meeting on 14 October 2015 that was convened by Paul Shakotko, Director of Strategies and Partnership at the United Way. Paul indicated that there was a possibility of working with the North End Community Circle and the Gottingen Community group could alternate meeting space with the NECC and possibly the North Branch Library. Further information on this possibility is forthcoming.

7. Strategic Planning Retreat: Bryan indicated that he had sent a Statement of Work (SOW) to two companies regarding the Strategic Planning Retreat. Discussions focussed around possible firms to conduct the retreat. Carl suggested that we may wish to use the same firm that was used in 2014 for continuity reasons. It was agreed that if the Board chose the same firm as before, then the facilitators should come to Halifax rather than the Board travelling to the facilitators' location. It was further suggested that the firm conducting the retreat look at the skills matrix needed for the HCIF Board and then conduct a gap analysis to identify where there were holes in the HCIF Board composition. Bryan said he would investigate these aspects and report to the Board.

8. HCIF Board Member Recruitment: It was noted by Amy that the application form was posted on the HCIF website and that she was making tweets. She said she had contacted Councillor Watts to announce it in her periodic newsletter. It was suggested that Councillor Mason also be contacted. After lengthy discussion, it was decided to postpone the approval of new HCIF Board members until after the skills matrix exercise at the Strategic Planning Retreat as noted in paragraph 7 above. Applications will be processed but no interviews will be conducted until later.

9. Approval of Expenditure for Departure Gift for Paul O'Hara: Craig noted that a departure gift – consisting of a wooden pen and box engraved with the HCIF name, Paul's name, and the dates of his time on the HCIF Board – was presented at the last meeting on 5 October 2015 and that the Board needed to reimburse Bryan who had covered the initial costs. Craig also said that the Board needed to develop a policy specifying the minimum time of service on the Board that would qualify a departing member for a gift.

Motion: Moved / Seconded by Carl / Amy to approve the expenditure of \$63.19 to cover the cost of a departure gift for Paul O'Hara. CARRIED.

10. Development of an HCIF Logo: Craig said that he had been contacted by Delaine Tiniakos-Doran of Breakhouse about the development of an HCIF logo. The work would be done pro bono and there were two requirements of the HCIF as follows:

- a. Strike a committee of no more than three members to work with Breakhouse staff to provide the background and history of the HCIF that would be required to develop the logo.
- b. Be flexible and work with the schedule proposed by Breakhouse.

The Board agreed to these two requirements and that the HCIF should proceed.

Motion: Moved / Seconded by Bryan / Carl to approve the development of an HCIF logo. CARRIED.

The following members volunteered to sit on the logo development committee:

Craig Walkington

Bryan Darrell

Amy Hunt

11. Halifax Volunteer Conference: Craig said that the Halifax Volunteer Conference would be held on Friday, 21 November and Saturday, 22 November at the Holiday Inn in Dartmouth. He said that the registration deadline for the reduced fee of \$35.00 had been extended for a week. The HCIF will cover the registration fees for the conference. He said that he had sent a link to the conference by an email in October.

12. HRM Volunteer Awards: Amy reported that she had done some research on the awards and outlined the criteria and application process. The submission deadline is 11 December 2015. The Board agreed that applying for an award would work towards achieving recognition of the HCIF in the community as outlined in the strategic plan. Amy said she would develop a draft application and Craig offered to provide any background information on the HCIF if it is required in the application.

13. Upcoming Website Updates and Tweets: The Board discussed what should be posted and tweeted in the near future.

14. HCIF Board Christmas Social: It was agreed that the HCIF Christmas social would occur at Craig's home immediately following the regularly scheduled meeting on 7 December 2015.

15. Next Meeting: The next HCIF Board meeting will take place at 5:30pm on Monday, 7 December 2015 at Craig's home.

16. Meeting Adjournment: 6:50pm. Moved by Bryan.