

Halifax Community Investment Fund Society

4 May 2015

Meeting Minutes

George Dixon Centre

Present: Bryan Darrell, Carl Gannon, Amy Hunt-Boudreau, Linda Mantley, Paul O'Hara, Lindell Smith, Craig Walkington, and Alex Zachernuk.

Regrets: Melinda Daye and Michelle Strum

Guests: Amy Schwartz and Anna Sampson (from the Placemaking Committee)

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

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

3. **Approval of Meeting Notes from 2 March 2015:** Moved / Seconded by Alex / Lindell to approve the minutes of the 2 March 2015 meeting as tabled. CARRIED.

4. **Presentation from Placemaking Committee:** Amy Schwartz and Anna Sampson presented on the proposed Creighton Street Painting Project. They outlined the project, which is to have a local artist paint a mural on the street on a yet to be approved intersection on Creighton Street. The twofold purpose of the street mural is to calm traffic and showcase the community. A similar street mural is at the intersection of Black and Northwood Streets. They spoke about the extensive community consultation that has taken place and will continue over the new few months. The feedback from this consultation will be incorporated into the design of the project. The painting day will likely occur in September and there will be a large block party as part of the community celebrations. The committee is aiming to fundraise \$2,300 and requested a grant of \$1,500 from the HCIF. Amy and Anna presented an outline that illustrated how the project speaks to the five HCIF pillars.

Motion: Moved that the HCIF grant \$1,500.00 to the Creighton Street Painting Project. Moved / Seconded by Paul / Linda. CARRIED.

(Note: The cheque was provided to Anna Sampson on 8 May 2015).

The Board requested that the Placemaking Committee provide regular updates on the project to the HCIF Board through Lindell Smith.

5. **Financial Update:** Bryan tabled the monthly financial report. The HCIF financial status at the end of March 2015 and end of April 2015 were as follows:

End March 2015:

Investment Portfolio at ScotiaMcLeod:	\$1,221,348
Bank Account at Scotiabank:	\$ 11,383

End April 2015:

Investment Portfolio at ScotiaMcLeod:	\$1,189,606
Bank Account at Scotiabank:	\$ 12,068

Bryan noted that there was a deposit of \$3,000.00 from the Community Carrot that represented the first interest payment on the \$100,000 loan. This amount will be transferred to the Investment Account at ScotiaMcLeod.

6. Annual Financial Statements and Filing: Craig advised the HCIF Board that the accountant had completed and filed the annual papers for the Canada Revenue Agency and had also prepared the 2014 Financial Statements. He noted that the 2014 Financial Statements had been filed with the Registry of Joint Stock Companies and required approval from the HCIF Board.

Motion: Moved that the HCIF 2014 Financial Statements be approved as tabled. Moved / Seconded by Bryan / Lindell. CARRIED.

7. Confirmation of E-Vote on Motion to Grant Hope Blooms \$8,000.00: Craig noted that due to the urgent funding requirement by Hope Blooms and that the April meeting was cancelled, it was agreed that HCIF Board members would vote by email on the following motion:

Motion: Moved that the HCIF provide a grant of \$8,000 to Hope Blooms to support their STEM program. Moved / Seconded by Alex / Craig. CARRIED.

Craig said that the voting on the motion was as follows:

In Favour: 7 Opposed: 0 Abstained: 1 Recused: 2

Craig noted that Linda Mantley and Lindell Smith recused themselves from voting as they have a direct association with Hope Blooms or the person involved with the STEM project.

Craig said that he presented the cheque to Hope Blooms at a Community Supper and that a larger presentation-size cheque was given at the opening of the Hope Blooms Greenhouse on 1 May 2015.

8. Confirmation of E-Vote on Motion to Loan the Community Carrot

\$35,000.00: Craig noted that due to the urgent funding requirement by the Community Carrot and that the April meeting was cancelled, it was agreed that HCIF Board members would vote by email on the following motion:

Motion: Moved that the HCIF provide an immediate loan of \$35,000.00 to the Community Carrot utilizing the same terms and conditions as the previous loan of \$100,000.00. Moved /Seconded by Alex / Craig. CARRIED.

Craig said that the voting on the motion was as follows:

In Favour: 8 Opposed: 2 Abstained: 0 Recused: 0

Craig said that the loan paperwork was updated and signed and a cheque for \$35,000.00 was presented on 1 May 2015.

9. HCIF Bursary Program – 2015-2016: The deadline for the applications was 4 May 2015. Carl reported that 14 applications had been received to-date. Carl indicated his recommendation for approved recipients may exceed 10 recipients but noted 2 of the 14 applications were not within the HCIF defined area. He also said that 4 applicants did not include acceptance letters from educational institutions and he will attempt to confirm acceptance before any decisions are made. Carl requested that the Board confirm that the number of approved bursaries could go from 10 to 12 in accordance with the January 2015 meeting motion. The Board confirmed that the number would be allowed to rise from 10 to 12 approved bursaries if there are strong applicants.

10. Fund Raising Committee: Bryan said that he had prepared a letter to key businesses in the area inviting them to support our Bursary Program. The HCIF brochure and an outline of the HCIF Bursary Program would be included in the letter. Bryan said he would pass the draft letters to Craig.

11. Brochure Distribution: Linda said the HCIF Brochure was distributed around the community. It was noted that the brochure is not on the website. Craig said he would provide the electronic version of the file and it would be posted.

12. Community Contacts Update: Alex provided a brief update and noted that information on various groups is still be collected and will be updated to the website.

13. Strategic Planning / Retreat: The Board discussed when and where it should conduct the next Strategic Planning Retreat. Craig noted that the off-site strategic planning process undertaken in 2014 was extremely beneficial. After discussion, it was decided to postpone the retreat until September 2015.

14. Annual General Meeting: The concept of holding an Annual General Meeting (AGM) that was open to the public was discussed. Typically, an AGM allows the general membership of the organization to vote on specific resolutions, such as executive elections and the strategic objectives. In the case of the HCIF, the issue of who are members was raised. In accordance with the HCIF Bylaws, the members are

the HCIF Board of Directors who apply to and are approved to sit on the Board. As such, the public would not be able to vote at an AGM. In order to be transparent about its activities, it was agreed that there should be some form of annual HCIF information meeting where the community would be advised of the activities of the HCIF. It was decided to explore this concept further.

15. Seniors' Pro Bono Wills Program: Bryan reported that the law firm, McInnesCooper, is still willing to participate in the program. He said that the Cornwallis Street Baptist Church and the Friendship Centre are willing to host meetings to promote the program. Bryan said he would need support from other HCIF Board members to do these presentations. Once the dates of the presentations are known, the Board members will indicate their availability to support Bryan.

16. HCIF Board Executive Elections: Craig noted that we must hold elections for the HCIF Board Executive positions on an annual basis. He said that the elections should occur at the next meeting and asked members to consider running for the positions. The Executive positions are:

- Chair
- Vice-Chair
- Treasurer
- Secretary

17. Upcoming Website Updates and Tweets: The Board noted that various documents needed to be uploaded and posted on the website in order to stay current. Alex, Lindell and Amy talked about the various points that they would tweet and re-tweet over the next few weeks.

18. Meeting Attendance and Notification: Craig noted that late notification by members advising that they would not be attending a meeting was causing problems. He said that cancelling a meeting due to not making quorum is embarrassing if outside groups are attending a meeting to present. He said it was important that members provide notice as early as possible if they are not able to attend. Craig also noted that he would be tracking attendance to ensure that members attend on a regular basis. He stressed that absenteeism from meetings was not a current problem, but going forward it was necessary to track this matter in fairness to all HCIF members.

19. Next Meeting: The next HCIF Board meeting will take place at 5:30pm on Monday, 1 June 2015 at the George Dixon Centre.

20. Meeting Adjournment: 7:09pm. Moved by: Bryan