

Halifax Community Investment Fund Society

5 October 2015

Meeting Minutes

George Dixon Centre

Present: Craig Walkington (Chair), Bryan Darrell (Vice-Chair/Treasurer), Melinda Daye (Secretary), Linda Mantley, Lindell Smith, Amy Hunt-Boudreau, and Paul O'Hara.

Regrets: Michelle Strum and Carl Gannon

1. **Call to Order:** 5:32pm

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

3. **Approval of Minutes From 8 July 2015 Meeting:** Moved / Seconded by Bryan / Linda to approve the minutes of the 8 July 2015 meeting as tabled. CARRIED.

4. **Financial Update:** Bryan gave a financial report including a handout that summarized the HCIF financial status for the following periods:

End July 2015

Investment Portfolio at ScotiaMcLeod:	\$1,163,090
Bank Account at Scotiabank:	\$6,640

End August 2015

Investment Portfolio at ScotiaMcLeod:	\$1,139,800
Bank Account at Scotiabank:	\$6,617

End September 2015

Investment Portfolio at ScotiaMcLeod:	\$1,130,757
Bank Account at Scotiabank:	\$6,605

Bryan noted that the investment portfolio was down in value due to the overall decline in the markets over the past three months. It was suggested that the ScotiaMcLeod portfolio managers be invited to present an annual report at the February 2016 meeting. Bryan said he will contact ScotiaMcLeod.

5. **2015 Bursary Program Update:** Craig noted that the first installment of the bursary cheques was sent during the first week in August and all of the cheques had been cashed by the educational institutions. He also noted that no letters with refunds had been received, thereby, indicating that all of the bursary recipients had registered for the first semester. Craig said that the second installment of the cheques will be sent in early December 2015. Craig also outlined that he had received an invitation and application form from the Halifax Youth Foundation inviting the HCIF to apply for a grant. Craig said that he completed and submitted an application for a grant of \$10,000. He said that notification regarding the application would likely be received in late December 2015.

6. **Fund Raising Committee:** Craig said that he had not had an opportunity to send the letters to the identified three businesses requesting that they assist in funding bursaries. It was decided to defer this issue until the Strategic Planning Retreat.

7. **Report from United Way Gottingen Community Meeting:** Craig said that he had attended a meeting on 14 August 2015. The meeting was convened by Paul Shakotko, Director of Strategies and Partnership at the United Way, and its purpose was to bring key members and organizations together to examine how to create a sense of community and explore the feasibility of working together. Craig said there were about 18 people in attendance including Lindell Smith and Michelle Strum. He said that while there were no definitive plans formed during the discussions, it was agreed to continue the dialogue. Lindell said that he had a meeting with Paul Shakotko and they were exploring holding another meeting in the near future.

8. **Strategic Planning Retreat:** Discussions focussed around when and where to hold the retreat. It was agreed that it should be done closer to Halifax and that childcare plans should be explored. It was agreed that the retreat should be done in the new calendar year on a Friday evening and all day Saturday. The weekend of 15/16 January 2016 was tentatively earmarked. Bryan said that he had two contacts that could be approached to submit a proposal to run a Strategic Planning Retreat for the HCIF.

9. **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 it was an excellent personal and professional development opportunity as well as a great networking experience. He said there were a number of good topics that would be beneficial for HCIF Board members. The HCIF will cover the registration fees for the conference. Board members who are interested in attending can register online and were asked to do so before 31 October in order to take advantage of a cheaper fee of \$35/person. After 31 October the fee will rise to \$50/person. Craig said he would send the website link for the conference.

10. **HRM Volunteer Awards:** Bryan noted that there are awards for the best volunteer organizations and individuals and he suggested that the HCIF be nominated for this award. He said he would investigate this issue.

11. **Upcoming Website Updates and Tweets:** The Board discussed what should be posted and tweeted in the near future. Craig also noted that the HCIF should be careful to ensure that social media content be unbiased.
12. **HCIF Board Member Recruitment:** It was noted that there are two HCIF Board vacancies following the departure of Alex Zachernuk and Paul O'Hara. It was agreed to post the application form on the HCIF website and Amy said she would do so. The objective is to try and recruit two new board members in time for them to attend the Strategic Planning Retreat in January 2016. It was further agreed that we should set an application deadline of 15 November 2015.
13. **Meeting Attendance and Punctuality:** Craig noted that the September meeting could not occur as there was not a quorum to constitute a formal meeting. He said that this was the second occurrence this year where a meeting was cancelled due to a lack of quorum. He asked that members notify the Chair as soon as possible if they are not able to attend a meeting. With regard to meeting punctuality, Craig said that meetings are perpetually late in starting due to the late arrival of Board members. He said that he was committed to ensuring that meetings last no longer than 90 minutes and if they start at the designated time, then Board members could get home sooner.
14. **Departure of Paul O'Hara:** Craig noted that Paul was leaving the HCIF Board after serving for five years. On behalf of the Board, Craig thanked Paul for his work as a Board member and as Secretary and presented him with an engraved pen contained in an engraved wooden box.
15. **Next Meeting:** The next HCIF Board meeting will take place at 5:30pm on Monday, 2 November 2015 at the George Dixon Centre
16. **Meeting Adjournment:** 6:43pm. Moved by Linda.