

HCC Board of Directors

October 9, 2008

Meeting Minutes

Present: Alice, Steve1, Andrew, Jared, Bob, Miia

Regrets: Steve2

Absent: Peter, Al

1. **Board Membership** – Chris has resigned from the Board because of other time commitments. His resignation has been received and accepted.

2. **Stickers** – Alice showed the new HCC stickers. Approximately 50 x 4.5”x5”; 119 @ 1”x4”; 132 @ 2”x3” at a total cost of \$200. If large stickers go at \$4 and the small at \$2, can hope for a revenue of approximately \$500. Point person will continue to be Alice and she’ll keep track of stickers that go out to HCC Board members for sale. Board members are then accountable for stickers they are expected to sell and profits to go to Bob.

Action: Alice will create ledger for keeping track of stickers.

3. **Membership Cards** – Jared brought membership card templates. Board members each voted on cards. Hopefully they can be ready for October visioning day.

Action: Jared will email template to Alice. Alice will take them to Kinkos and make 100 membership cards prior to October 18th.

4. **Post Office Box** – Alice has secured post office box on Spring Garden and Robie in the Lawton’s. She will give Bob receipt for difference between amount required for the box and what she was already given. Steve1 has key to the PO Box.

Action: Jared will bring other key for Miia on October 18th.

5. **AGM Minutes 2008** – Discussion re significance of reviewing AGM minutes to help inform Board’s work during the course of the year.

Action: Jared will bring own notes from AGM to next meeting. Will also ask Nick to bring meeting minutes to next meeting.

6. **Spring Garden Revamp** – Carryover of some of the September action items. Alice sent out Velo Cape Breton items. Discussion that this should be revisited at November Board meeting as workshop should be priority.

Action: Carry over September Board meeting action items to November agenda.

7. **Social Marketing Commercials** – Alice spoke with Environment Canada Eco-Action Funding Program, Heather Gordon who has made some suggestions on funding guidelines.

Action: Carry over item into November Board meeting.

8. **HCC Workshop October 18** –

- a. Gifts for presenters – Bob brought in books for presenters. **Alice** and **Jared** will write in thanks into covers for books.
- b. Promotional plan – Andrew emailed out promotional plan and Board members followed up with sending out media release.
- c. Evaluation survey – HCC will hand out evaluation survey for the end of the workshop. **Andrew** will design and include section on how people found out about workshop.
- d. Room – Has been booked in Architecture building for free. Room and A/V are also free. Still need to figure out seating and table. Have chart paper and butcher paper. No need for easels. **Jared** will bring masking tape.
- e. Food – will be pizza (that will be ordered) and salads that Alice will bring. Will order different vegetarian pizzas. Will have coffee and other snacks throughout the day. **Jared** will follow up with **Peter** to bring coffee urns. **Bob** will bring: coffee grounds, cookies, milk, cream, sugar, cups, spoons and fruit trays. **Alice** will bring plates, napkins and forks. **Steve1** is in charge of drinks. **Miia** will bring kettle and tea bags.
- f. Bringing the group to order – **Bob** will bring a bike bell to call the group to order.
- g. Float – **Bob** will take care of a float for the event as he is at the registration table. **Andrew** will be at the registration table selling membership cards and stickers. **Miia** will create ledger and email to Bob and Andrew and bring copies to event.
- h. Speakers – Alice has been in touch with speakers and discussed layout of the day. Speakers are prepped and ready to roll. They also have an outline of what we hope to have ready for the day.
- i. Attendance – 8:30am: Alice, Andrew and Jared will be on site. 9:00am: Steve1, Bob and Miia will be on site. **Jared** will ask volunteers to come at

9am. Steve2 and Chris won't be attending. Jared will be in touch with Peter and Alice will be in touch with Al.

- j. Supplies – Bulk of supplies has been purchased. Bob will look into nametags and get back to Alice and Steve1. If not, Alice will get nametags. Jared has and will bring markers, pens, dot stickers, chart paper, stickers, masking tape.
- k. Outline of the day – See attached outline. Miia will bring three coloured file folders and be time keeper. Jared will bring camera. Andrew will take pictures. Jared will bring t-shirts. Board members will be introduced and wear t-shirts. Board agrees Jared is The Man. Jared will look into arranging tables. Assign volunteer to door. Jared will forward attendees list to Dalhousie security.
- l. Media – Miia to speak with Chris Benjamin from The Coast. Miia to talk with Chris Benjamin about who to speak with at The Herald and Metro News. Steve1 will talk with The Gazette.
- m. Planning meeting – Tuesday, October 14th at 5:30pm at the Architecture building.

9. **Mayoral Debate on Environmental Issues** – HCC covered in Chronicle Herald for October 9, 2008. Kudos to the team.

10. **HCC Membership** – Hope that from workshop day, will get more members. Should be able to solicit membership from HCC website.

Action: Alice will add new HCC address to the website to aid in getting volunteers. Jared will check with Chris to see if he's still interested in finishing the HCC website with a deadline date. If not, pursue other options.

11. **Newsletter** – Doug is taking over newsletter and is looking for introduction and items from HCC Board members.

Action: Alice and Steve1 will send him content.

12. **Board Membership and Attendance** – Three categories: those who don't show; those who resign; those who take a temporary leave.

For those who don't attend three meetings, by-laws say they can be removed from the Board. For those who resign or take a leave of absence, Board has the authority to appoint someone for the remainder of the term.

In general, need to consider succession planning as both Alice and Jared will be leaving Halifax for AGM 2009.

Action: Alice will follow-up with Al with specific timeline that if he does not confirm interest in remaining on the HCC Board, he will be removed from the Board and replacements tabled at the November meeting.

Action: Jared will follow-up with Doug to see if he would be interested in taking Chris' spot on the Board.

Action: Steve1 will be interim Secretary (or find suitable alternative) during Miia's leave of absence.

13. Nursing students and HCC – Potential for HCC to take on community nursing students for Fall 2009.

Action: Steve1 will look into more details on the program and will discuss at next Board meeting.

14. Minutes of Board of Directors meeting for September 11, 2008 –

Jared moved to approve the minutes from September.

Bob seconded the motion.

All in favour. Motion carried.

Next meeting is Thursday, November 13, 2008; Location TBA.