

VCN Board Meeting
Monday, Apr. 17, 2008
411 Dunsmuir St., Vancouver, B.C.

In attendance: Jim Sayre, Richard Smith, Michael Gurstein, Chantal Iorio, Pedro Mora, Michael Felczak, Steven Chan, Kalia Turdova.

Meeting started at 6:00 PM.

MOTION to approve minutes from Mar. 10, 2008 board meeting – m/s/c.

Scott Nelson joined meeting at 6:30 PM.

Scott Nelson presented his proposal for a mesh wireless project to provide low-cost, high-speed Internet access for lower income housing situations. The project would be a collaborative undertaking between VCN and the Vancouver Open Network Initiatives Cooperative (VONIC). Scott's proposal included the following elements:

- Mesh networking would be setup at Lori Krill Co-op (East Cordova and East Georgia), Laura Jamieson Co-op (2nd and Clarke), Tidal Flats Housing Co-op (Odlum St.), and Portland Hotel Society.
- Mesh networking units would be purchased in bulk for setup at housing co-ops, with any unused units allocated for setup at Portland Hotel Society.
- Technical committee members at each installation site would be trained in the setup, administration, and troubleshooting of the mesh network.
- The cost of the project would be \$10,000, which VCN would fund, as follows:
 - Mesh wireless routers: \$7,900
 - Installation and training: \$1,500
 - Final report: \$600
- Goals of project would include:
 - Provide low-cost, high-speed, home Internet access for lower income residents.
 - Evaluate pilot projects based on sustainability (cost-effectiveness, system management, training) and success outcomes (resident take-up and use).

Scott Nelson departed the meeting at 7:20 PM.

The board discussed Scott Nelson's proposal.

MOTION: The board accepts Scott Nelson's mesh wireless proposal provided that the project is implemented with the following terms and conditions – m/s/c:

1. Each housing unit is responsible for the incoming high-speed connection(s) that will be shared via the mesh wireless network.
2. All Issues and troubleshooting will be done by VONIC at all sites.
3. All hardware and routers should indicate that it has been provided by VCN via a small sticker or logo.
4. Each participating co-op will need to agree to an agreement that outlines the terms and conditions of the project, including that the hardware is owned by VCN.

5. To enable local testing and experience, use remaining routers not needed for co-op installations to setup mesh installation at 411 Senior's Centre rather than at the Portland Hotel Society.
6. Since the project is a collaboration between VCN and VONIC, all public communication releases should be jointly created and approved by both VONIC and VCN.
7. Since the project is a collaboration between VCN and VONIC, all "landing pages" (first web page that mesh users will see) should be a common page that this is jointly created by and approved by both VONIC and VCN.
8. To ensure that the board is informed of the project's status, Scott Nelson can either attend or call-in to VCN board meetings to update on progress.
9. To ensure that evaluation will be timely and relevant, Scott Nelson will collect data and information related to the project for at least 6 months and prepare 2 project reports.
 - a. First Report:
 - i. After 8 weeks from project start date.
 - ii. Detail success factors and challenges in initial setup, installation, training, and communication.
 - b. Second Report:
 - i. After 6 months from project start date.
 - ii. Detail long-term success factors and challenges in the following areas: system administration, system maintenance and troubleshooting, training.
 - iii. Detail long-term usage and feedback from users at each co-op: number of users using the mesh network, user satisfaction with mesh network, user difficulties with mesh network.
 - iv. The report should also include an evaluation of the project as a whole and outline challenges and opportunities for the future.
10. The payments to cover the project costs will be made in multiple installments:
 - a. An initial payment to cover the costs of the hardware.
 - b. A subsequent payment to cover the costs of installation and training upon the completion of the installations.
 - c. A final payment to cover the costs of the reports upon completion of the second project report.

Scott Nelson returned to the meeting at 7:45 PM.

The board informed Scott of the terms and conditions under which the VCN would fund the wireless mesh project. Scott agreed to undertake the project with the terms and conditions outlined above.

Scott Nelson departed at 8:00 PM.

Chantal presented the financial reports.

Meeting adjourned at 8:20 PM.