**VCN Board Meeting**

**Wednesday February 13, 2013**

**W Building, VCN office**

Board in attendance:

Brendan Houle, Craig McLachlan, Chantal Iorio, Travis Keyworth, Victoria Thomas

Staff:

Tom Hansen, Shayna Halliwell

Steven Chan

Chris Chanhsamone

Taz Jamal

Hughes Deraps

Robyn Chan

Called to order 6.10pm

Changes to the agenda

* Insert approval of minutes of AGM last year as #3

Approve minutes from previous meeting Nov 22nd, 2012

* MOTION MOVED by Brendan Houle, SECONDED by Travis Keyworth, all in favor, CARRIED. M/S/C

Review minutes from previous AGM

* Minor changes noted to adjust to present to the membership at the AGM

Staff reports: programs, administrative, technical

Shayna - Administrative

* Tom is leaving VCN, replacement to be discussed in camera
* Robyn’s contract ends in 6 months
* New grants can be applied for – job description for new indiv, Robyn, Shayna
* W2 is no longer a tenant, open space available, no longer facilitated by the city
* T4s and donation receipts being sent out

Robyn – Programs

* End of Jan discussed with Industry Canada re more funding
* 4 interns left at end of Jan, 4 new interns hired
* SurfHere – collate info on the web re classes for different demographics and have it all in one place – looking into funding options for this (intern’s project)
* Promo/info package for the intern program, presented to a federal liberal running for the leadership, will be presented to the NDP and conservative parties as well

Chris – Technical

* Retired old server during the holiday season, new backup hardware purchased
* Plan is to do multiple backups
* Jim Green residence has picked up all the laptops
  + Chris to follow up with Jim Green before the AGM
* Got add’nal laptops and servers from ‘computer with schools’
  + Going to replace current office server with these
  + Allows redundancies if any servers fail
* Tech team – 1 new client with multiple locations

Hughes and Taz – WebTeam

* People’s Law School has been biggest client this year

Financial reports

Fiscal Year End FS

* MOTION MOVED by Chantal Iorio, SECONDED Travis Keyworth, all in favor, M/S/C

FS YTD for this year prepared by Tom

* Discussion regarding budgeted deficit
* Bad Debt $700 – policy needed by the board
* Tom leaving end of April
  + Payroll service – has to be integrated in the books, cost of T4s excessive
  + Direct deposit now used, authority is for $25k per day withdrawal, controls/policy needed and new segregation of duties initiated
  + Oversight by accountants or board?
  + Board must decide what responsibilities, controls to give to the new individual

Strategic planning update

* Victoria presented report of audit discussions

AGM plans

* Jim? President’s report – email Jim
* Shayna and Steven to get a chronogical report together

New, old and other business

* Replacement of Tom
* Robyn
* Social Enterprise (table it for next meeting with staff)
  + S/T decisions to make soon

Date of next meeting

* AGM February 20

IN CAMERA ISSUES (if any)

* none

Adjournment

* 8.40pm