![Vancouver community network logo]

Commenced: 6:18 pm

Attendees: Craig McLachlan, Tony Swain, Nick Hamill, Brendan Houle, Chris Stanley
By Telephone:, Patrick Clark
Staff: Tracey Axelsson, Chris Chanhsamone
Regrets:

1. **Changes to the agenda**
   nil

2. **Approval of previous minutes from**
   November 30, 2016.
   - o   Moved - Nick
   - o   Seconded – Patrick
     - ▪   carried

3 **Admin and Program - YI Program Updates reports**
   - Collected requested documents and provided answers to the Wozny for the Review
   - Reviewed the process of incorporation for VCN Labs
   - Updates to the SMS – specifically the Shelter Strategy and text to enroll protocol
     - o   Giving Tuesday was a good donation day (~$200) donations were up 25% from last year
   - Submitted a grant request to City of Vancouver – it has been delayed until Feb 24th
   - Have received an invite to CIRA funding process- march 1 deadline.
   - We have opened our bitcoin wallet
   - The office has been busy and the computer lab is generating more visitors every day.
   - Web|team website has been revised – looks awesome!
   - Vancity – had a meeting with Director of Innovation in December
     - o   YI has been 'double the work' – we are currently engaged in a cross-Canada impact survey of YI interns with a video element for future development of the program -
   - New Society Act Transition documents are to be uploaded to the Ministry shortly unless the Board suggests otherwise.
   - SMS work completed including the shelter strategy and the text-to-enroll feature needed to speed client engagement. This feature will also be instrument in the bereceady.info site.

   YI Program Updates
   - The placements are going well. They now have 47 interns working with 38 host organizations. A few more have been hired since November as we have enough funding.
   - They have maintained regular communication with supervisors and interns, and the monthly check-ins have yielded only positive feedback – supervisors are happy with the interns' work and every single intern has stated that the internship is either "meeting expectations" or "exceeding expectations".
   - They are coordinating with ISED Canada on a new method for the success stories questionnaire via a set of online surveys.

4. **Technical – Helpdesk – WebTeam-**
   Servers
   - There were no major issues except the main server crashed on January 2nd, 2017. It was restarted to fix the issue.

- In January 2017, a hardware issue was found on the main server. The server was moved to the backup server without any downtime.

Office
- Many volunteers found work or planned to go back to school in the new year. Training new peopl

SMS
- The SMS developer, Lyn, improved the registration form, improved the shelter map feature, and added a way for people to signup and edit their profile via a text message.

web|team
- The web|team intern, Ellyl, and one of the youth internship coordinators, Gurraj, have been creating a new VCN web|team site. They also signed up for Google Adwords for Non-profits to promote the web|team for free.

tech|team
- The Cleaning Solution is moving their email and file server to Office 365.

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5. **Financial Reports (Nick)**
   As the treasurer a full report was given.
   - Refer to the financial statements as delivered
   - Review financial statements as per by Gary Wozny & Gary Chun
   - Need to look at the revenue side of the org. 'teams' revenues appear very low

ACTION – staff to report on our Google ranking on the website

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6. **Open Source Software – presented as pasted online**
   - Moved - Nick
   - Seconded – Patrick
     - o carried

   Reserve adjustment Resolution – moved/seconded
   - Moved -Nick
   - Seconded – Tony
     - o carried

   AGM planning - date
   February 23, 2017

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7. **New Business**

   Deceased Policy Approach
   - o A recent request to gain access to a member's account upon her passing has left us without a clear policy. The Board suggested this could be an invasion of privacy and could result in legal challenges.

   ACTION: Staff is to review policies of other ISPs and report back. For now –refuse access.

Adjourn:
   7.29 pm