**VCN Board Meeting**

**Wednesday May 22, 2013**

**W Building, VCN office**

Board in attendance:

Brian Lutes, Jim Sayre, Travis Keyworth, Chantal Iorio, Brendan Houle, Craig McLachlan (Victoria Thomas at 7pm)

Staff:

Shayna Halliwell, Chris Chanhsamone, Robyn Chan

Guests:

Carolyn Lair and Maggie Geiser

Called to order 6.05pm

Changes to the agenda

Move #5 to after #6, and leave time at end for in camera session with Maggie and Carolyn

Approval of last meeting’s minutes

Skipped as minutes are not available. To discuss at next meeting.

Financial and Budget reports

Maggie and Chantal discussed financial statements, cash position, deficit position

* Discussion regarding budgeted deficit

Transition to Bookkeeping

 Maggie discussed systems and transitioning different processes

*MOTION to authorize the following:*

* *Grant Maggie read only online access to bank accounts*
* *Authorize direct deposit for payroll payments to staff and interns*
* *Authorize Maggie for electronic submission of Records of Employment*
	+ Moved by Craig, Seconded by Brendan, All in favor, 1 abstained, none opposed

Staff reports: programs, administrative, technical

Robyn – Programs

* YI final report submitted mid-April, submitted application for next year by end of April. Expect to hear mid-July or August
* Discussion regarding some new funding opportunities
* City of Vancouver released strategy for Digital City
* Cleared out digital file server in the office and starting to organize and save documents

Chris – Technical

* Testing in Woodwards’ Atrium to deploy wireless
	+ Another group is attempting to deploy wireless in the same neighborhood, could be possible to hook up with their mesh to expand their wireless to the atrium and to learn about their technology
* Jim Green residence has wants to upgrade wireless system
	+ Recommend putting wireless devices outside of the building as there is line of sight and we have access to them
	+ Possible to expand to other organizations
	+ Surveys back from tenants for feedback (10 of 11 received), they like the privacy of using their own laptops in their own spaces rather than shared computers

Shayna – Administrative

* Meeting with community partners with help from Maggie and Carolyn
* City of Vancouver is releasing a request for interest for the space, it will not be provided to W2
* VCN may want to consider whether we want to take more space
* May contact other senior organizations for a rotating ‘train the trainers’ program
* Discussion regarding this motion that was passed at the last board meeting:
	+ *To offer a 1 year term up to May 31st, 2014 with options to renew, with the common maintenance costs to be charged to VCN based on square footage*
	+ Since there appears to be some space opening up at VCN and it would be possible for all staff to work from the same location, a year term appears to be possibly too long. The term agreement for 1 year has not been signed.
	+ MOTION: *To rescind the above motion that was passed at the last board meeting*
		- Moved by Travis, Seconded by Craig, All in favor, 1 abstain
	+ MOTION: *To offer a month-to-month term for the lease with 411, with the common maintenance costs to be charged to VCN based on square footage*
		- Moved by Chantal, Seconded by Travis, All in Favor, 1 abstain

Vancity and HR Strategy around Vancity Application

* Staff and board members attended the meeting with Vancity to meet the individuals involved and obtain more information in regards to the application process
* If we wanted to experiment with Social Enterprise and training, there are funding opportunities with Vancity to help support those operations
* Discussions ensued regarding Charity Status and whether Social Enterprise should be set up as a separate subsidiary to VCN. If so, the parent (Charity) becomes a reporting society and would require audited FS.
	+ Board to evaluate function of the Web Team and Tech Team and how they relate to the organization

Carolyn discussed VCN potential mandate ideas and relationships that can be established, as well as information relating to the plan regarding grants and fundraising.

Date of next meeting

* June 20, 2013 tentatively set

New, old and other business

* none

Assign directors

New, old and other business

* none

Election of Officers:

* Jim Sayre – President
* Craig McLachlan - Vice President
* Travis Keyworth – Treasurer
* Chantal Iorio - Secretary

*Motion to approve the above officers: Moved by Brendan, Seconded by Travis, All in favor, none opposed, none abstained*

IN CAMERA ISSUES – Jim, Brian, Travis, Brendan, Chantal, Victoria, Craig (quorum reached), with Maggie and Carolyn

Adjournment

* 9:35pm