



Commenced: 6:15 pm

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

1. Changes to the agenda
nil

2. Approval of previous minutes from Sep 25, 2018
Tabled – not printed – to be emailed for vote/approval

3 Admin and Program -

Key work includes:

- completed final report reporting on StreetMessenger – ESCD project has paid balance
- Completing contract with bc211 to build out the Shelter map with interactive capabilities
- Pilot project with www.Newcomers.info complete – only tech support to do at this point
- DS4Y program application – now issuing first claim amounts and engaging with the interns hired to date about upskilling
- VCN was the most successful delivery agent in Canada – still lapsed funding with assurance we will get more
- Completed the Charities Filing – it's been accepted and processed now
- Awarded grant - City of Vancouver = \$20,604 for Organizational Capacity Building
- Awarded Gaming/Community Grant 2019-20= \$8,000
 - Completing reporting for Gaming 2018-19
- City of Vancouver grant application workshop training (April 11)
- All remittances are complete and up-to-date – CRA and PST – GST
- Met with the Charities Secretariat for 'educational workshop' (with Patrick); three challenges were found – all resolved now.
- On-going work with the Eastside Market – now Four Directions Trading Post – quite streamlined now RFEOI to be issued in April for on-going contract passed June 30.

NB – Operations concern – 2nd floor health and safety

It was raised by staff the concern of recent changes to the 2nd floor community area. It has become a serious health & safety concern as community members have found the space somewhat available for sleeping and simply hanging out rather than engaging with the computer facilities and/or Embers. Of real concern:

- General lack of cleanliness and ability to provide a welcoming space for all
- Heightened awareness of 'sleeping' or 'detoxing' individuals especially in terms of concerns they are not overdosing.
- Communicable diseases, bedbugs and discarded/stored belongs with needles etc.
- The bathrooms have been a focus of vandalism and truly disgusting at times
- Physical threat – waking someone to gain access to the office can be difficult and scary.

Our concern is for the health and safety of our volunteers and staff – and ability to attract volunteers and interns to the office given the state of the common space. We are very glad to offer the clean/quiet lab in the 280 office but the challenges as soon as we step out our doors are substantial. What can we do?

Board direction:

A letter be forwarded from our Board Chair to our landlord must be sent detailing our experience in the common area with a request for more cleaning rotations and a more comprehensive policy on what the common space use is to entail so the security staff are able to act on threats and concerns ASAP.

4 Technical Report --

VCN membership information was added to CiviCRM. This will allow VCN to automatically remind members to renew their membership.

CiviCRM has a built-in feature to track deceased clients. Additional custom fields can also be added to record additional information. For example, we could record if a client would like authorize a third-party to access their email account when they pass away.

April to June 2019, VCN will have up to 3 BCIT students doing their 8-week technical support work-term.

web|team

Several web designer volunteers have started to work on WordPress sites for non-profits. Volunteers will build a template WordPress site for the Victoria Rhododendron Society and train their volunteers on how to add and edit content on their site.

tech|team

Robert helped Seattle Community Network (SCN) migrate their user's data to a new server. He is currently helping SCN setup a new email server.

5. Financial Reports (Tracey)

a report was given referring to the reports presented.

Financial Review – accept as presented

- Moved - Patrick
- Seconded – Andranik
- Carried

6. – In Camera

IN CAMERA

An in camera session was held to discuss health benefits for the Executive Director (ED) commencing at 7:35 pm – ending 7:40 pm.

The motion to offer a health account equal in cost to full-time staff to the ED was passed unanimously.

Adjourn:

7:45 pm