

VCN Board Meeting – February 11, 2014

-- 6:00 pm VCN Offices W2 Building

**Board Attending**: Jim Sayre, Chantal Iorio, Travis Keyworth, Brian Lutes, Craig McLachlan

**Staff present**: Tracey Axelsson, Chris Chanhsamone

**Quorum established– Meeting called to order at 6:13pm**

1. **Changes to the Agenda**

Insert Item 6 “Plan B for Deficit Reduction”. No other changes.

1. **Approval of minutes from January 16, 2014**

Changes to minutes:

* Item 4a: separate discussion re blog into a separate line;
* Item 6: add “Be it resolved” to the top of the motion, and remove all “whereas” in the motion;

MOTION to approve the minutes with these changes: Craig moved, Travis seconded, all in favor, m/s/c

1. **Technical, Administrative, and Program Reports**

Chris presented the staff report.

* Help desk updating database and simultaneously preparing charitable tax receipts
* XP update may be required, discussion ensued about volunteers helping members with computer issues such as updating software, and researching possibilities and challenges regarding potential house calls

Tracey presented the Executive Director Report, including discussion regarding new grant.

* Discussions ensued regarding the website plan
* Discussions ensued regarding the Charity return due Feb 28, 2014
* Discussions ensued regarding CAP YI, board policy manual, and cost of employee benefits package potentially moving to different providers
* Social enterprise consultant begins with VCN next week
* T4s are in process to be sent out to staff
* No response from City of Vancouver at this point regarding outstanding application for grant
* Discussion about a new project idea regarding communications (texting/tweeting) to cell phones for information regarding homeless issues such as shelters opening, drug issues, etc, and potential for grant applications regarding a proposal to CIRA
* Nothing new to report regarding premises
1. **Financial Reports and business arising**
* Chantal discussed CRA’s position regarding out-of-pocket expenses incurred by volunteers (specifically board members) based on CRA’s policy CPC-012
* Travis presented the Income Statement and Balance Sheet for the organization from September 1, 2013 to January 31, 2014
* Last cheque paid to Steven was not cashed, was cancelled and a new cheque was issued to him
* Travis met with the external accountants regarding the August 31, 2013 financial statements
* Per discussion with Gary Wozny, a motion could be passed with an effective date August 31, 2013 to recognize certain expenses that can be applied against restricted funds
* Miscellaneous payables to City of Vancouver has been sorted out and adjusted in the financial statements
* In the process of defining the Webteam bonus and payout expected in the next month
* Travis to look into Tech Team revenues & staffing costs in the current 5 month period income statement
* Travis to discuss with Gary Wozny the requirement to present financial statements to the membership within 6 months of the fiscal year date
* Need to set an AGM date with a 2 week notice to members. See item 5.
1. **AGM Plans**
	* AGM tentatively set for March 20th, pending whatever answer Travis obtains from Gary regarding presenting more than 6 month old information to the membership.
	* Notice should be sent no later than 2 weeks in advance.
	* Certificates should be prepared for volunteers and staff who will be in attendance
	* The notice of the AGM should be on the website in a prominent location
	* The motion and information regarding the requirement to pay for membership at or before the AGM should also be on the website in a prominent location and included in the notice to members
	* Plan staff and interim presentations
	* Potential presentations about staff turnover, new grants and projects VCN is involved in, information regarding Social Enterprise and VCN’s direction and mandate, possible presentations by outside parties
	* Possible theme for the AGM could be a “look-back” over the last 20 years of VCN
2. **Plan B for Deficit Reduction**
	* Brian suggested having a Plan B for deficit reduction including fee for service model. Discussion ensued regarding potentially introducing new initiatives to increase revenue and decrease expenses
3. **New, Old & Other Business**

No discussions raised.

1. **Date for next meeting**

March 20th AGM – it is possible the board may want to meet prior to the AGM to approve the financial statements if this is not done online prior to March 20th.

**Meeting Adjourned at 9:05pm**