**BOARD OF DIRECTORS MEETING**

**MINUTES: October 3, 2013**

**LOCATION: 4th floor, Woodwards Building, 111 West Hastings Street Vancouver**

**Attending: Jim Sayre, Chair; Craig McLaclan, Vice-Chair; Travis Keyworth, Treasurer;**

**Chantal Iiorio, Secretary; Brendan Houle, Brian Lutes**

**Staff: Tracey Axelsson, Robyn Chan, Chris Chanhsamone**

**Regrets: Victoria Folake Thomas**

**Quorum established – Meeting called to order 6:05**

**WELCOME to Tracey Axelsson, our new Executive Director!**

* Tracey gave a brief introduction of herself

1. **Changes to the Agenda**

* Agenda amended to include Motion to include the Executive Director as an Authorized Signing Authority for the Vancity account and our corporate Visa.

1. **Approval of July 23rd minutes**

* Suggested this refers to August 23rd. Much of the past few meetings have primarily been in camera.
* ACTION: Secretary to review meeting notes for accurate records
* ACTION: request that minutes be made available on the VCN website

1. **Staff Reports**

**Technical Team Report** – Chris Chanhsamone

Attached

Service Statistic are also attached

Questions arising from the technical report resulted in the suggested formation of a Standing Technical Committee of the Board; current members are Jim Sayre and Brian Lutes.

* Request that we look more closely at Greening VCN
* Request the Intern Handbook be emailed to the Board

**CAPYI Project Report** – Robyn Chan

Attached

The Regional Coordinator fielded questions arising for the CAPYI Project Report. The initial claim was received and most of the interns have been placed in non-profits throughout Metro Vancouver.

**Administration Report** – Tracey Axelsson

Due to time shortage, no formal report prepared

* Met with Brendan and Jim to begin onboarding and become aware of priorities
* Met with members of the staff to get a picture of each role and the goals each has set
* Plan in place for the 3 interns who have been approved by the board for VCN
* Will review the needs for the Operations Manager role asap
* A cursory review of the Sage Accounting system was undertaken and a very draft budget was developed to begin work with Chantal and Travis on a budget plan
* Consideration given to ED performing the accounting function

The Executive Director was asked to prepare

* a ‘historical build up’ of policy (Policy Manual).
* a review of the VCN Employee Handbook
* a Fiscal Year Grant Plan for consideration of applicable and relevant funding sources
* also asked to work with the Finance Committee to develop the Budget further

1. **Motion for Executive Director as Signing Authority**

Be it resolved that:

the Vancouver Community Network has elected to authorize Tracey Axelsson as a signing authority, in addition to the existing authorized signatories, and is hereby authorized to sign financial instruments with Vancouver City Savings Credit Union (Vancity), including the company credit card as issued by Vancity.

In addition, Tracey Axelsson is authorized to sign/execute and submit all the necessary papers, letters, agreements, documents, writings, submissions etc. to be submitted by the company in connection with the day-to-day business transactions, operations and correspondence at the Vancouver Community Network

Existing Signing Authorities are:

Jim Sayre – Chair

Travis Keyworth – Treasurer

Chantal Iorio – Secretary

Motion was

Moved by: Travis Keyworth

Seconded by: Brendan Houle

Carried

1. **Financial report, if available, and business arising**

Most recent Balance Sheet and Income Statement were submitted for review

Most up to date, 2012-13 Fiscal Year Balance Sheet and Income Statement were submitted for review.

1. **Update on Woodwards space application**

Nothing to report. No contact has been made from the City of Vancouver regarding the matter.

1. **Update on VanCity social enterprise application**

A meeting with Liz Lougheed Green has been set for the following week. More information will be available after that meeting.

1. **Ne, Old & Other Business**

No new business was raised.

1. **Date for next meeting**

Left for discussion during in camera session.

Meeting adjourned at 8:15 pm

Following the meeting, there wasan in camera session.