

VCN Board Meeting
Thursday, Aug. 21, 2008
411 Dunsmuir St., Vancouver, B.C.

In attendance: Jim Sayre, Richard Smith, Craig McLachlan, Michael Gurstein, Chantal Iorio, Michael Felczak, Steven Chan, Kalia Turdova.

Guests in attendance: Shane Korytko (VONIC), Jeff Davis (VONIC).

Meeting started at 6:00 PM.

Jeff Davis and Shane Korytki from VONIC presented a proposal for a mesh wireless project to provide low-cost, high-speed Internet access for lower income housing situations. The project would be a collaborative undertaking between VCN and the Vancouver Open Network Initiatives Cooperative (VONIC). The proposal included the following elements:

- Mesh networking would be setup at the Laura Jamieson Co-op (2nd and Clarke) and the Tidal Flats Housing Co-op (Odlum St.).
- VONIC would evaluate each site and setup the hardware necessary for mesh networking along with authentication service and network management interface.
- Technical committee members at each installation site would be trained in the setup, administration, and troubleshooting of the mesh network.
- All “landing pages” (first web page that mesh users will see) should be a common page that this is jointly created by and approved by VCN and each co-op.
- The cost of the project would be \$10,000, which VCN would fund, as follows:
 - Hardware and backbone connectivity: \$8000
 - Installation and training: \$1,500
 - Final written report: \$500
- VCN would donate the mesh networking hardware to the housing co-ops and will take back the hardware at the end of the pilot project if the housing co-ops decide not to retain them.
- Goals of project would include:
 - Provide low-cost, high-speed, home Internet access for lower income residents.
 - Evaluate pilot projects based on sustainability (cost-effectiveness, system management, training) and success outcomes (resident take-up and use).

The board discussed the proposal with Jeff and Shane and agreed to draft a memorandum of understanding with VONIC that included VONIC's proposal with the following amendments:

1. To enable local testing and experience, use remaining routers not needed for co-op installations to setup mesh installation at 411 Senior's Centre.
2. To enable VCN to experience the mesh network as a client (like the residents of the housing co-op), evaluation, setup, installation, and troubleshooting at 411 Senior's Centre should be similar to that of the housing co-ops and performed by VONIC.
3. All mesh routers should indicate that they have been provided by VCN via a small sticker or logo. VONIC is also welcome to use a sticker to indicate that this is a collaborative project.
4. Each participating co-op will need to sign an agreement that defines the terms and conditions of the project, including the goals and duration of the project as well as the duties and responsibilities of the participating parties (VONIC, VCN, co-op). VCN and VONIC will work on an initial draft of this agreement and seek feedback from each co-op.

5. Each participating co-op will need to sign an agreement that defines the terms and conditions of mesh router ownership and use of the mesh networking hardware. VCN and VONIC will work on an initial draft of this agreement and seek feedback from each co-op.
6. Since the project is a collaboration between VCN and VONIC, all public communication releases should be jointly created and approved by both VONIC and VCN.
7. To ensure that the respective boards are informed of the project's status and that there are open lines of communication between VCN and VONIC, each organization will identify a primary contact person for the project to share information and keep each organization up-to-date with relevant news and progress.
8. To ensure that evaluation will be timely and relevant, VONIC will collect data and information related to the project for at least 6 months and prepare 2 project reports.
 - a. First Report:
 - i. After 8 weeks from project start date.
 - ii. Detail success factors and challenges in initial setup, installation, training, and communication.
 - b. Second Report:
 - i. After 6 months from project start date.
 - ii. Detail long-term success factors and challenges in the following areas: system administration, system maintenance and troubleshooting, training.
 - iii. Detail long-term usage and feedback from users at each co-op: number of users using the mesh network, user satisfaction with mesh network, user difficulties with mesh network.
 - iv. The report should also include an evaluation of the project as a whole and outline challenges and opportunities for the future.
9. The payments to cover the project costs will be made in multiple installments:
 - a. VCN will purchase directly the necessary mesh hardware.
 - b. A payment will be made to VONIC to cover the costs of installation and training upon the completion of the installations at the two co-ops and at the 411 Senior's Centre.
 - c. A final payment will be made to cover the costs of the reports upon completion of the second project report.

The board discussed with Jeff and Shane the possibility of VCN funding the cost of Internet connectivity on behalf of each housing co-op for the duration of the project.

Shane Korytko and Jeff Davis left the meeting at 7:30 PM.

Kalia and Steven presented the staff report:

- Received all money from Industry Canada for CAP/CAPYI for last year.
- CAP and CAPYI have been approved by Industry Canada for next year.
- VPL has agreed to extend agreement with VCN. Details and terms are forthcoming.

Chantal presented the financial report.

Richard and Michael G. provided an update on the W2 project:

- VCN will provide a letter of support for the W2 project. Michael G. and Richard will draft a copy and circulate via the board mailing list.

MOTION to approve minutes from July 17, 2008 board meeting – m/s/c.

Meeting adjourned at 8:30 PM.