

## **Minutes of the Vancouver Community Network Board Meeting**

*Location, date & time: Vancouver Community Network, boardroom, July 5th, 2004, 6:00 p.m.*

### **Strategic Planning Committee**

Michael Gurstein presented to the committee and the notes for this meeting can be referenced under the minutes of the SPC committee ( reference Richard ).

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### **Board Meeting**

**Board Members Present:** Amali ( Chair ), Madeleine, Richard, Craig, Jim, Steven,

**Regrets:** Peter ( on vacation ), Jonn

**Absent:** Scott, Patrick

**Adoption of agenda for June:** – so moved – unanimous ( Meeting had been postponed a week due to the Federal elections )

**Approved minutes of May 2004,** board meeting with amendments – so moved - unanimous

Amended minutes posted to Board List by Richard.

**Prior business** – Ruth to investigate the minutes from the prior year with respect to restricted funds. If funds were restricted, via a board motion although not picked up by the auditor at the year-end, then there is a need to release these funds via a motion from the board at the July 2004 meeting. Ruth to present findings July 26<sup>th</sup>, 2004.

#### **Administrative Co-ordinator's report:**

Peter circulated the Administrative Co-ordinator's report via email to the board list. ( Please reference report )

#### **Technical co-ordinator's report:**

Steven expanded on the activities presented by Peter. No technical difficulties at the moment.

#### **Financial report:**

Ruth presented the financial statements. Has instructed Lauren to work on budget. Cash flow very tight – margin \$3000. VCN term deposits have been made use of. Board concerned. Ruth to keep in regular contact with Lauren and

to report On July 26<sup>th</sup> with updated information to date. Important to seek clarification on restricted funds.

**Committee reports / activities / announcements:**

**Personnel Committee:** Amali circulated a memo from the PC to staff requesting that all permanent staff present the committee with written job descriptions for their positions by August 31, 2004.

**Board recruitment:** Memo from Amali to Craig to initiate the work of the committee. Amali posted board recruitment guidelines to the board list.

This is to be reviewed and approved by the board at the July 26<sup>th</sup> meeting.

**Privacy Committee:** Volunteer privacy training session lead by Amali and Madeleine to be held July 15, 2004 – 1:30 pm at VCN. Amali to prepare information sheet for volunteers to be handed to all volunteers in to the future.

**Other business:**

Board members present provided the completed McKinsey Board Evaluation forms in to Amali as requested. There are evaluation forms still outstanding from some board members and staff ( short form version ) To be handed in asap.

Meeting adjourned. Next meeting 6:30 pm July 26<sup>th</sup> at VCN at 6pm.