

VCN Board Meeting Minutes
Minutes Sept 29, 2003

Board Members Present: Sharlene Smith, Patrick Clark, Madeleine Butschler, Jonn Olldym, Patrick Canny, Craig McLachlan, Amali De Silva, Ruth Tsukishima.

Staff Present: Peter Royce, Steven Chan

Regrets: James Sayre, Paul Tubbe

1. *Adoption of Agenda. M/S/C.*

Two amendments were made:

- Agenda modified to reflect that July minutes will be available for October meeting.
- Item under ♦Other Business♦ includes 2 events, one related to WSIS to be discussed.

2. *Financial Statements*

a) Current financial statements (Ruth Tsukishima)

Ruth, as Treasurer, reported that VCN had a financially stable year with a modest loss of \$4000. This financial report has been influenced by timing, a delay in the CAP IV agreement arriving for signature. It is expected shortly but may not arrive prior to the audit. On a very positive note we recently received BC gaming funds that are for an 18 month period.

It was noted that VCN has a good surplus balance overall. However, when the current CAP funding and CLN funding concludes at the end of February and March we will see a substantial drop in revenues. This will have a significant impact on staffing, decreasing from the current 6 FTE to less than 3. The TechNet proposal for Board review is a response to recognizing the implications of this drop in funding and staffing for the core operations.

b) 2003-2004 Budget (Ruth Tsukishima)

Ruth reported that this budget reflects a cautious approach to our fiscal planning. The revenue lines are items that we can be confident will transpire. The CAP Revenue is split into 2 parts:

- A \$70,000 VCN administration fee

- \$1,000,000, which is flow through from VCN to other organizations, and must be dispersed by March 2004. The approximate amount per CAP site is \$4,000.

On the VSI proposal it was noted that the \$50,000 application to the province is tied with receiving federal funding.

c) *Discussion*

- Should there be new items for board meetings support?
It was decided that secretarial support should be dealt with separately, that the Board Recruitment committee should take it under advisement that this was a significant need. Expenses for board meeting will be addressed by revisiting the Miscellaneous item with other volunteer expenses.

Motion: That the 2004 Budget be approved. Moved, seconded, adopted.

d) *Audit:* The audit will be by Wozny & Co. in time for AGM.

4. Program Summary (Peter Royce) Document sent prior to meeting

◆ *Future Projects & Activities* ◆. Peter added timeframes and commentary to the summary that was distributed prior to the meeting.

a) Vancouver Foundation: Community development project proposed from November 2003 to November 2004. We applied for \$50,000 and budgeted \$30,000.

b) VSI IM/IT: Training and Support project proposed for an 18 month timeframe. We budgeted \$300,000 and may receive less.

c) BC Ministry of Management Services: The province will give \$50,000 if we receive federal funding. This funding is somewhat more flexible and will likely be used to deliver for rural workshops.

d) First Nations Education Steering Committee: Support Line/Helpdesk project proposed from October 2003 to March 2004. We budgeted \$100,000 and the contract covers extended hours for the delivery of contract specific services.

5. TechNet Proposal (Peter Royce) Document sent prior to meeting

◆TechNet Proposal◆.

This proposal responds to challenges in obtaining core operations funding and addresses 2 sets of needs.

- VCN needs: To support sustainable core operations.
- User needs: To be able to obtain immediate, special services particularly to groups who require urgent services. The special services levels that are proposed in TechNet are not expected to affect other services (e.g. those offered by the volunteer helpdesk).

Initial response from board members was supportive and focused on benefits. Questions and discussion items are as follows:

- Madeleine asked about how would this affect funders◆ perceptions? Peter advised that this fits with the direction some funders are moving in. They are likely to see this as a way of solidifying VCN◆s stability and reflecting solid business practices. Patrick Canney observed that this could be an extension of onsite training services.
- Craig and Amali raised related questions about liability issues. Can we provide the services and meet the demand?
- John suggested the SPAM issue can influence our credibility in provided these kinds of services. It was noted that SPAM has become such a wide spread problem that it is may be less of an issue now.
- Ruth inquired whether there are incremental costs to administering this, and suggested there would be. Madeleine referred to the need to work through some of the human resources and billing related issues including policies about what was billable, (e.g. travel time, overtime, professional development, overtime, and being on call).
- Amali asked about the ◆flexibility payment terms◆. Peter advised that this was meant strictly in reference to circumstances where the funding is delayed but will come through (e.g. CAP).

It was agreed that the board was generally in favour of proceeding on to a proposal that would fine tune service levels, pricing (factoring in various costs in administering and planning for policy), and working through logistics related to business practices. Sharlene will be the board representative as staff develop the proposal further.

6. Nominations Committee (Sharlene Smith)

a) AGM

The AGM will be held in November. Two tentative dates were discussed: November 26th and 27th 2003. Board members are asked to confirm which date they are available for.

b) Board Recruitment

The scope and tasks of the nomination committee are to:

- Identify Board positions that need to be filled
- Canvass for potential new recruits
- Screen possible candidates
- Forward recommendations to the Board
- Address AGM logistics