



2nd floor, Woodward's Heritage Building

**Attendees – Board**

Craig McLachlan, Travis Keyworth, Tony Swain, Brendan Houle, Patrick Clark

**Guests:**

Nick Hamill, Chris Stanley

**Staff:**

Tracey Axelsson, Chris Chanhnamone

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Commenced: 6:10 pm

**Introductions of VCN the staff and Board were made for the guests;** Nick Hamill and Chris Stanley. Nick is a CPA and interested in contributing in a volunteer basis with the work of VCN. Chris has been involved in technology since the mid-90's also keen to assist the board governance.

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**1. Changes to the agenda**

- nil

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**2. Approval of previous minutes from**

**June 25, 2015.** Edit required – add attendees (done)

- Moved - Travis
- Seconded – Tony
  - Carried

**POINT OF ORDER**

- Guest are very welcome to participate in discussion but do not actively have a vote.

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**3. Online Business Plus**

**Be it here resolved that VCN subscribes to Online Business Plus with Vancity.**

- **The treasurer is to set the appropriate financial limits and security mechanisms and report these back to the Board.**
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  - Moved - Brendan
  - Seconded – Patrick
    - Carried

ACTION ITEM – Tracey to provide the necessary forms for Travis to review and set limits

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**4. Board Business**

**Jim Sayre** – all are deeply saddened by the passing of Jim Sayre, our long-term board chair and advocate for digital inclusion, security and innovation. His contribution in many ways and with many organizations is remarkable. A note will be sent to membership via the September newsletter.

**Celebration of Life** – proposed as October 10th – Jim's 70<sup>th</sup> birthday

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**5. Operations, Staff, Administrative, and Program Reports**

**Key work includes:**

- Created the collateral for the web|team
  - Updated and changed websites for tech| and web|teams to match materials
  - Started hiring for YI program
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- Meeting with Telus about possible ways for Telus to increase involvement
- Meeting with Bob Williams and Thomas Bevan re” 312 Main – Innovation Hub
- Meeting with City re: renovations (stair removal) and new office space competition

**LUMA – Community Voice Mail** -- VCN is now a community partner

**City of Vancouver** - VCN granted \$2200 for a series of Lunch & Learn for the SMS  
**Street Messaging System** - We re-applied to Telus for expansion of the SMS. More activity on the system now. .

- **Received the Contribution Agreement from Industry Canada** last Friday, August 14, 2015. The signed copy is on its way to Ottawa.
- Increases in intern wages and hours mean fewer interns for this program cycle (28 participating interns with 25 host organizations).
- In the midst of contracting organizations, posting jobs, interviewing candidates and filling placements.
- This cycle internship opportunities offered are more heavily ICT-focused
- All program materials have been updated (Access database, timesheets, manuals, website, etc.)

#### **6. Technical**

**Help Desk / Office** - Volunteer has completed the code to import online donations to VCN's donation database.

**Services** – A new spam filtering server was created in late June 2015. People can now configure the spam filter and report spam using the web mail interface.

**tech|team** – There are several new clients. They are Theatre Terrific, Powell Street Festival Society, and seven smaller arts organizations located in the same office in the Woodward's' building.

**Robert off** – remains temporarily filled with Azhar Rehman and Emily Cai

**RFPs** – currently vying for position with new potential client

**web|team** – marketing collateral generated. Social Enterprise projections submitted to Board for -

#### **7. Financial reports and business arising**

**Treasurer's report** – the closing of the year is taking place right now. The web|team reformation has had an impact on the revenue line but as the old structure did not contribute to VCN general operations, the impact is actually a wash. The numbers are looking more positive than anticipated – conservatively estimated at \$55K loss.

**ACTION** – Travis to ask Gary Wozny on his opinion of the best option for **incorporation** for the social enterprise from his perspective. For instance the CCC may require more in depth (expensive) financial review.

**Financial Reports to August 31, 2015 were submitted for review**

#### **Date for next meeting**

Potential for October 15 - uncommitted

Adjourn – 7:47 pm