



**Present: Board:** Craig McLachlan (Chair) Travis Keyworth (Treasurer), Tony Swain, & Brendan Houle in-person ---- Patrick Clark dial in

**Guests:** Nick Hamill, Judi Piggott

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

---

Commenced: 6:05 pm

**1. Changes to the agenda**

- nil

**2. Approval of previous minutes from November 13, 2015.**

- o Moved - Brendan
- o Seconded – Tony
  - carried

**3. Technical, Administrative, and Program Reports**

**Key current work**

- o Submitted RFP for additional space (stair removal) and new office space competition
- o Attending LeaderShift at Vantage Point - City of Vancouver bursary
- o Attended meeting with Debbie Anderson - for City of Vancouver Organization Grant
- o 1st YI Claim – April- September 2015 – deposited ~\$250,000
- o YI expense to Aug 31 was \$35,500
- o Submitted the Gaming Grant application – 40+ hours work – online system makes it really easy but very financial report heavy.
- o VCN Labs – name approved at Ministry – specifically for a CCC

**Board Update**

**ACTION** - Judi Piggott – to be added to the Board list

Judi's key wish to contribute is to see what VCN can do now as a solid organization that needs to improve its self-promotion. We need to ask ourselves 'who cares?' about what we do and go and bit a major part of the discussion on ICT and how to improve it.

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

- Woodward's Building – the City is reviewing the RFP for the additional space. The RFP was forwarded to the Board for general interest. We sense that there is likely a chance that the City may split the space between us and Embers.
- 312 Main Street: VCN is currently slotted (as a matter of design only) for a visible location in the ground floor space . It was suggested \$1,000 a month rent, however; there are many economic opportunities in the building to mitigate the expense

**Projects and Grants**

- VCN has set up a new social media approach for the SMS getting good uptake and



interest in the system – one from Washington DC another from Portland, Or. We are developing the wireframe for the added feature to build out the 'organization only' section. We are in discussions with the original designer of the system to ask for his recommendations to make the system.

- 4 More grants applications are currently in workflow

#### **Youth Internship**

- First claim (with funds incurred in the first two quarters) was submitted, reviewed or payment, and processed VCN asked for an advance of \$202,910 for the period of October 1st to December 31st
- Next claim is due by January 31st/ 2016
- 25 interns (28 interns in total) hired for the 2015-16 cycle
- 

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

- Books are off to Wozny
- Bank reconciliations and final adjustments have been reviewed
- The requested document list is being compiled in anticipation of the review engagement being completed by the end of January

#### **ACTION**

Forward the budgets used in the Gaming Grant.(Done)

#### **5. Tech|team, Web|team & Help|desk**

##### **Web|team**

SDECB, TRAC, SFPIRG, and SPCBC contracted the web|team to fix their infected site we will be offering monthly maintenance for these clients

##### **tech|team**

- moved Women Against Violence Against Women setup their new office
- signed a contract with the Portland Hotel Society (PHS)

##### **help|desk**

Community Access Point at Woodward's is increasingly gaining clients with no outreach or advertising. We await the City's RFP findings to know if we will do more communications on it.

#### **6. Social Enterprise Update**

##### **Social Enterprise**

- VCN Labs has an approved Name Request.
- The Community Contribution Corporation is the recommended as the means to proceed in the incorporation for the social enterprise

##### **Resolution**

Be it resolved that the Board grant the Executive Director the authority to proceed with the incorporation of a Community Contribution Corporation in respect to the VCN's Social



---

Enterprise with the tech|team, web|team and messaging system.

- Moved - Travis
- Seconded – Brendan
  - carried

#### **7. New, Old and Other Business**

- As VCN proceeds with the social enterprise, we need to collect good stories. The newsletter is showcasing some of the stories but there are more. Showcase a small organization that has lost its non-profit ISP – how was it resolved by us?
- Question needs to be asked:
  - How would the world need to be different to put us out of business?
  - Advocacy Writing – need more research
  - Who is VCN impacting?
- Story needs to be told of how the Digital Divide is more dangerous now; vulnerable people are becoming more vulnerable
- Develop a campaign – need to have a place to support this kind of work without driving through the cash
- Tracey was on the 98.5 radio last week – telling the story

#### **ACTION**

Please alert the board when in the media. Forward a link to the show. (Done)

---

#### **8. Date for next meeting**

- last Tuesday in January

Adjourned: 7:34 pm

---