



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

**Guests:** Nick Hamill, Chris Wright (in person) - Judi Piggott (dial in)

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

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Commenced: 6:09 pm

**1. Changes to the agenda**

- nil

**2. Approval of previous minutes from December 3, 2015.**

- change to "Notice to Reader – not review engagement (DONE)
- o Moved - Brendan
- o Seconded – Patrick
- ▣ carried

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

**Key current work**

- Collected requested documents and provided answers to the Wozny for the Review
- Started to acquaint myself with the process of incorporation for VCN Labs
- Created a new Twitter account for the Messaging System
- Giving Tuesday generated our best week of donations in recent years
- Submitted a grant request to Vancity – Other grants apps will be a priority now.
- invite to CIRA funding - working to spec out a project like a Canadian MailChimp
- ED working with a web-preneur, Alex Benjamin of Lendful.ca to develop a 'pitch deck'

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

**Board Update**

**Fiscal Year Review**

- working with Wozny's office for our Notice to Reader financial statement.

**Federal Budget 2016**

- engaged in a conversation on Telecommunications Canada to respond to the Pre-budget Consultation has been focused on ICT enhancements, including new CAP programming, YI Program needs its own rapid intervention: challenges to outline:

**YI Coordinator**

- coordinator scaled back hours to fit the money left in the program
- Drop rate is low. A number of youth have already reported that they have been offered short-term contracts/employment with their host sites after the end of internship.
- Second workshop for youth interns was held on Wednesday, January 27. The skills-building session was delivered by Camp Tech on "SEO: How to drive more traffic to your website".
- The second claim has been finalized and submitted to Industry Canada. Approximately \$170,000 was spent during the third quarter.

**Employee Reviews**

- reviews not been completed to date.



**4. Financial reports and business arising**

- Currently \$170k in the accounts
- Books are off to Wozny; Bank reconciliations /final adjustments have been reviewed
- Notice to Reader being completed by the end of January
- Board must consider the reserved funds- loosely designated for special purposes
- year to date financial are as expected – YI claim should put us at breakeven

**ACTION**

Will research the best method to reallocate – not urgent

**5. tech|team – web|team Updates**

**SMS**

- creating a blank SMS site that allows other organizations to a private version of SMS.
- adding a feature to send message within a particular neighbourhood.
- Working with SWAN on a pilot to send messages in the client groups - demonstrate uses

**web|team**

- |team has fixed the sites of SDECB and TRAC. The team is also
- providing monthly web site maintenance services to these clients for \$50/month.

**tech|team**

- working on a new proposal to create a new internal staff web site for a large client.

**6. Social Enterprise Update – business plan/incorporation**

- working with Ministry to set up the incorporation papers properly VCN Labs has an approved
- note that another lawyer spoken with strongly urged us to NOT use the CCC
  
- Board provided a **Competitive Scan** of the ‘similar’ service to the Street Messaging System as it changes to a more interactive platform. SMS pricing structure needs review.

**7. New, Old and Other Business (In Camera)**

nil

**8. Date for next meeting**

– AGM – set for February 23, 2016 – 5:30

- Moved - Travis
- Seconded – Brendan
- ☐ carried

Adjourned: 7:22 pm