

North Vancouver Community Associations Network (NVCAN)

MINUTES of the Board Meeting

Date: Wednesday, March 1, 2017
Location: Mollie Nye House, 940 Lynn Valley Rd, NV
Time: 7:00 pm – 9:00 pm

Present: John Miller, President
Irene Davidson, Vice-President
Babs Perowne, Secretary-Treasurer
Corrie Kost, Communications
Katherine Fagerlund, Member-at-large
Margaret Fraser, Member-at-large

1. **Welcome.** John welcomed the Board and thanked Margaret for providing the meeting space.
2. **Approve agenda.** The agenda was approved without changes.
3. **Approve minutes.** The minutes of the previous Board meeting held July 20, 2016, were approved.
4. **Status of NVCAN rollout/implementation and Review of accomplishments.** The board reviewed the rollout of NVCAN noting the following accomplishments:
 - a. Membership attendance at meetings met the requirements (taking into account that the original plan was for a minimum number of meetings of 4 meetings annually).
 - b. More than the minimum number of meetings had been held – with strong participation by all CA's particularly in the community roundtable.
 - c. CAs provide written reports for the Community Roundtable.
 - d. Website is operating and agendas, meeting handouts and minutes are posted along with other items (eg maps, news clips).
 - e. Correspondence is distributed to all CAs as received.
 - f. Social functions have been well attended.
 - g. Training is currently ad hoc, on an as-needed basis.
5. **Future considerations.** The board identified possible future developments for NVCAN:
 - a. Add a blog to the website for items or websites of interest to members (possible excerpts from presentations).
 - b. Add training materials to website.
 - c. Consider running occasional training workshops instead of a speaker at meetings.
 - d. Add search capability to website (useful for finding items within documents).
6. **Frequency of Meetings.** Some CA members had commented that NVCAN was holding more meetings than originally set out at the spring workshops. However, as this is a transition year, more meetings were being held as NVCAN establishes itself. The expectation is that meetings will continue monthly through the spring, followed by a summer break. After discussion, the board recommended establishing two classes of meetings (regular/special). Attendance requirements would apply to regular meetings, attendance at special meetings would be optional. Optional meetings would not cover regular business items rather they would be for speakers, workshops or training/resource topics. Tentative plan for the fall would be two regular business meetings

- (Sep/Oct) and one special (Nov). **Action:** This will be raised at the next general meeting for discussion.
7. **DNV Shirtsleeves Meeting.** Katherine reported on a meeting she and Eric Andersen attended with DNV Staff. Good rapport is being built with staff and communications with the local CAs has improved. DNV has recently hired two new staffers. In addition DNV is working on building a map of CA areas on their website and is looking for feedback from the CAs. This will facilitate distribution of development materials to CAs. Katherine recommended that NVCAN set up a Shirtsleeves meeting with staff to build a co-operative communications relationship with NVCAN. The Shirtsleeves meeting with DNV Mayor/Council would be delayed until after the DNV staff meeting.
Actions 1) John will contact DNV to arrange a Shirtsleeves meeting with staff (eg Dan Milburn, Charlene Grant, Jennifer Paton) for March 23 or 24 or early April depending on staff availability.
Action 2) To be added to New Business for March 15 NVCAN general meeting.
 8. **Future Speakers.** After consideration, it was agreed to defer Jonathon Wilkinson as a speaker to NVCAN until the November 15 meeting, and to ask Terry Beech, MP, to attend on the same date.
Action: Babs to contact Terry Beech to invite to November 15 NVCAN meeting.
 9. **Training/Resource Materials.** Possible training materials might include setting up i-Petitions or Doodle polls. **Action:** Request CAs to suggest areas of interest (topics) and formats (workshops, web links, etc.).
 10. **NVCAN Contact List update for DNV.** Katherine reiterated that DNV staff have an outdated list of CA members and wish to have current information. **Action 1)** Seek permission from CA members to forward their contact information (name/email/CA) to DNV. **Action 2)** Add NVCAN email address to foot of Board Member page on NVCAN website.
 11. **Next Meeting.** No date was set. Expected next meeting would be September.
 12. **Meeting Adjourned** at 8:40pm.