



Board Meeting Minutes
Zoom Meeting – August 20, 2024 @ 7:00 pm

Attending: Bob Smith, Marlyn Graziano, Mac Petrie, Ken Askew, Ho Yee Low, Tom Akam, Gord Locke, Gail Kaufmann, Larry Coleman, Deborah Salh, Kathy Smee (recording)

Regrets: Anne Gloeckler

1. Call to Order at 7:02 pm

2. Approval of Agenda

2.1 Addition of 10.2 presentation of CRRP-Ken M/S/C

3. Minutes of the Last Meeting

Motion: To approve the July 16, 2024 Board meeting minutes. M/S/C

4. Financial Report

Motion: To approve the Balance Sheet and Income Statement to July 31, 2024. M/S/C

There is \$330,00 in net cash. \$2000 in interest from operating income. \$8000 received in GST rebates. Driver's vehicle expenses are up over 30% YTD.

4.1 Finance Committee Notes

Ho Yee Low chaired the Finance Committee meeting held on 2024-08-14. VCDS has grown into a significant organization and there will be further discussions on how we move forward. Migration to the Sage accounting system continues.

5. President's Report

5.1 Executive Committee minutes

The Executive Committee met on 2024-08-14. The Committee recognizes that there is duplication of tasks amongst directors and support members. Ring-Central has the potential to help with a more efficient system.

Will reach out to treatment centres, including Wheels of Hope, to seek opinions on what key areas of service we should focus on, including strategic processes.

VCDS continues to be reliant on grant writing. We will seek to expand the search for potential donors. Will actively pursue third party fundraising.

5.2 Director's reporting-mileage, expenses, hours

A reminder to Board Directors to ensure hours, mileage and expenses are submitted monthly.

5.3 President's absence September meeting

Bob Smith will be away for the September Board meeting and Mac Petrie will chair in his absence.

An appreciation luncheon for Tom Balabanov and George McAffer will be held on 2024-08-23 at the White Spot Scott Road.

Bob Smith will attend and speak at the November Aging in Motion Seminar being held in Richmond.

6. Picnic

6.0 Messaging has gone out to members regarding the VCDS picnic on 2024-09-14. Numbers attending should be about the same as the 2023 picnic. Still require volunteers to assist. Board members will be advised of timing and roles.

50/50 draw proceeds will go to the Semiahmoo Fish and Game Club. Hats have been ordered with the VCDS logo.

7. Clothing

Motion: That \$1,200 be approved to support a VCDS branded clothing plan – M/S/C

8. Dispatchers Meeting

Monthly meeting held on 2024-08-13. Topics discussed were driver recruitment and onboarding, Book a Ride Portal, Ring Central, Ride Scheduler, and the VCDS picnic.

9. Bursary

Will send out a bulletin on August 27th to remind membership of the bursary. Deadline for nominations will be extended to September 30th, 2024.

10. Driver Recruitment

10.1 100 drivers in 100 days

Bulletin went out 2024-08-20 regarding 100 drivers in 100 days campaign with only 7 responses to date.

10.2 Criminal Record Program

BC Government released a new portable for CRC's. It will change how VCDS deals with volunteer applicants going forward.

11. KPI Review

Supporting document sent out with Agenda.

12. Driver Updates

12.1 Membership Report

Motion: To approve the report of member additions and resignations as detailed in the schedule to August 11, 2024 – M/S/C

12.2 Driver Incidents

Two driver accidents occurred over the last month. No further action required.

12.3 Driver Survey Update

Proposed survey questions were provided to the Board. All directors to review categories and questions and respond to Gord Locke with suggestions.

12.4 COVID Testing – Patients and Drivers – Kit availability

COVID test kits are hard to access. Danielle Richards will be asked for her opinion on when drivers can return to driving and patients can request trips following a bout of Covid.

13. Donor Development Update

13.0 A year end campaign will be developed.

14. Newsletter – Suggested Content

Picnic reminder – need for volunteers
Logo clothing
Minutes
Financials
Drivers meeting in September

15. Director's Comments

Gail Kaufmann suggested that if you are on Linked In, to follow VCDS to increase our Social Media presence and to get our information out to other professionals. Invite your network to follow VCDS.

Marlyn Graziano noted that if Handi-Dart goes on strike, it will increase our requests for service.

Gord Locke will revisit the orientation handbook, video and different driver training options to bring them back into focus.

16. Adjournment at 9:02 pm

Next meetings: VCDS Picnic – Saturday September 14, 2024

Board Meeting - Tuesday September 17, 2024 at 7:00 p.m.
via Zoom