



**Board Meeting Minutes**  
**Zoom Meeting – April 21, 2026 @ 7:00 pm**

**1. Call to Order – 7:03 PM**

**2. Approval of Agenda - M/S/C**

**3. Governance Procedure: Adoption of Consent Agenda Policy**

**Motion:** That the Board adopt the Consent Agenda Procedure Policy as circulated. M/S/

*Note: This motion establishes the rules for the consent agenda and must be voted on prior to utilizing the consent block below.*

**4. Consent Agenda**

**Motion:** To approve the Consent Agenda as circulated. M/S/C

**4.1** March 17, 2026, Board Meeting Minutes attached

**4.2** Membership Report (John): Additions and resignations as circulated

**4.3** Executive Director Report (Shirley): Written report for information

**4.4** Rescind Motion Director Awards March 17, 2026

**Motion:** Move to rescind Director Awards previously approved on March 9, 2026

**4.5** Approve Motion Director Awards

**Motion:** To approve Ken Askew, Tom Akam, Orrie Babiuk, Bill Ruppel, Lyle Philips as award recipients at the AGM on March 28, 2026

**5. Financial Statements - Tom**

**5.1** Balance Sheet and Income Statement to March 31, 2026

**Motion:** To approve the Balance Sheet and Income Statement to March 31, 2026. M/S/C

**6. Governance & Board**

**6.1 Board Appointments**

**Motion:** Move to appoint Kyle Cheriton to the Board of Directors to fill the current vacancy, serving until the next Annual General Meeting. M/S/C

**Motion:** Move to appoint Joan Sheehan to the Board of Directors to fill the current vacancy, serving until the next Annual General Meeting. M/S/C

## **6.2 Final Board Vacancy**

The Board discussed the potential appointment of a board candidate, noting his valuable perspective as a past board member and a volunteer driver. A formal nomination report and updated resume will be prepared for approval by the board as a mid-AGM appointment.

## **6.3 Board Role Creation: Past President & Advisor, Donor Relations**

**Motion:** Approve creation of role and appointment of Bob Smith. M/S/C

## **7. Contracts / Legal Commitments**

### **7.1 Independent Contractor Agreement**

Reviewed contract and David Pais to make the minor edits that Tom Akam noted.

**Motion:** To approve the contract to retain Tracy Cromwell as the Director of Fundraising and Development. M/S/C

## **8. Strategic & Policy Discussion Items**

### **8.1 Pre-Strategy Discussion – VCDS Five-Year Planning**

*Purpose:* To identify surface risks, gaps, and readiness issues.

### **8.2 Service Location Policy**

The Board discussed whether VCDS should limit or expand service strictly to a prescribed list of facilities (e.g., BC Cancer Agencies, hospitals, Lodges). They discussed maintaining a principles-based approach rather than expanding a fixed list of service locations, in order to preserve flexibility and alignment with VCDS's mission. Discussed existing policy and the philosophy that drives VCDS. ED Shirley will provide guidance based on the philosophy that drove that policy.

### **8.3 AGM 2026 Survey Results**

Review of findings and implications for 2027 AGM planning.

### **8.4 Volunteer Picnic Transition**

Discussion centered on a shift to volunteer-led logistics model with lead oversight provided by board director.

## **9. Communications Update**

### **9.1 Newsletter Items for May**

Introduction to New Board Directors, AGM Survey Feedback, Find Second Language Speakers

**10. Director Roundtable**

None

**11. Adjournment – at 8:54 PM**

**Cancelled:** Zoom meeting on May 19th

*Next Meeting: May meeting is **In-Person**. Date: **May29, 2026** (10am-2pm)  
Poirier Library 575 Poirier St., Coquitlam*

Minutes prepared by: *Deb Salh, Secretary*  
*(for the Recording Secretary, who was unable to attend)*  
Drafted: *April 23, 2026*

DRAFT