VOLUNTEER CANCER DRIVERS SOCIETY

Board Meeting Minutes
June 16, 2026 @ 7:00 pm

Attending: Gail Kaufmann, Marlyn Graziano, Anne Gloeckler, Joan Sheehan, Tom Akam, Deb Salh, Shirley Chiang, David Pais, Mike Klein, Kathy Smee (recording)

Regrets: Kyle Cheriton, John Kerolus

1. Call to Order at 7:01 pm

2. Approval of Agenda – M/S/C with Amendments.

3. Consent Agenda – M/S/C

Motion: To approve the Consent Agenda with amendment regarding ED Report - M/S/C

3.1 Board Meeting Minutes, May 29, 2026
3.2 Membership Report to June 7, 2026

4. Financial Statements

Financial Statements show closing equity within $3,000 of last year.
Revenues increased to $535,000 from $315,000 last year, largely due to $225,000 grant from the Canadian Cancer Society.
Vehicle expenses increased by approximately 23.7% reflecting higher gas prices and increased patient transport needs.
GIC's have been renewed.

4.1 Balance Sheet and Income Statement to May 31, 2026

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

Budget

23.7% increase in vehicle expenses was high. Kilometres increase of 28% as of end of May
Board agreed with budget. Increase endowment fund to $75,000

Motion: To amend the budget as presented and to increase the Vancouver Endowment Fund contribution to $75,000.

Signing Officers

There is a vacant board position for the Director of Dispatch. Kyle Cheriton has accepted to move into role of support to Dispatcher Operations. Once that is confirmed the new signing officers will be assigned. Tom Akam, Kyle Cheriton, Marlyn Graziano and Gail Kaufmann will be signing officers. Marlyn Graziano will be renewed for this fiscal year for signing off on grants.

Motion: To appoint Kyle Cheriton as signing officer for banking purposes and Marlyn Graziano and Kyle Cheriton to approve computer automated fund transfers. M/S/C

Annual Report

Flow through funds come up often relating to who goes on the donor wall. Marlyn will bring the issue of donor recognition back to the board explaining how it is handled, and with further recommendations.

5. Executive Director

There has been a significant amount of change for VCDS. Board meeting discussions emphasized supporting and stabilizing the dispatching team amid changes and turnover.
The Executive Director timelines will be re-paced to have a solid foundation going forward.
Volunteer Voices Series will be introduced. This will give members the opportunity to learn about changing policies, ask questions and voice concerns.

6. President's Report

6.1 Board Update
6.2 2027 AGM Date. Will discuss at later date

7. Secretary's Update

7.1 Newsletter.

Deb will canvas board for newsletter items.

7.2 Proposal for Governance Manual

Proposal is to create a governance manual to guide the board as it transitions to a governance-focused role, separate from operational management.
The governance manual will align with the Societies Act and existing bylaws and policies. An example of a manual from CLBC was provided for reference. An ad hoc committee should be formed to draft a manual for presentation to the Board.
Joan Sheehan and Mike Klein have agreed to sit on the committee.

Motion: To strike an ad hoc committee to draft a governance manual as the board moves from operations and becomes a governance board. M/S/C

8. Quality Assurance and Technology

8.1 Microsoft Teams

Discussion on moving from Zoom to Microsoft Teams for board meetings to enhance security, privacy and collaboration. Teams is integrated with Microsoft 365, offering better administrative control and collaborative tools. A pilot of Teams will be conducted to familiarize members and ensure smooth transition. Support will be provided for those unfamiliar with Teams.
Board recommends moving to TEAMS for July board meeting.

9. Development and Communications

9.1 Fundraising Briefing

Plans to expand fundraising activities, including a direct mail campaign and engagement with local Rotary clubs and community groups.
Emphasis on building individual relationships with donors and increasing visibility and awareness.
Discussion of sponsorship opportunities for events like picnics and child seat programs.
Recognition of the need for board members to be active advocates and participants in fundraising efforts.

8. Director Roundtable

Tom indicated that the comparative figures for 2024 have been restated because of GST rebates. There are no concerns.

9. Adjournment at 9:00 pm

Next meeting: Tuesday, July 21, 2026 @ 7:00 pm