

Board Meeting Minutes September 15 2026

Volunteer Cancer Drivers Society of BC | 7:00 pm | Virtual meeting

Attending: Gail Kaufmann, Joan Sheehan, Mike Klein, Tom Akam, Marlyn Graziano, Anne Gloeckler, Shirley Chiang, Kyle Cheriton

Regrets: John Kerolus, David Pais, Kathy Smee

Draft for board review

1. Call to Order

Gail Kaufmann called the meeting to order at 7:04 pm.

2. Approval of Agenda

Motion: That the agenda be approved as circulated. Moved by Anne Gloeckler; seconded by Mike Klein. Carried.

3. Consent Agenda and Executive Director Report

The Executive Director report was removed from the consent agenda for discussion. The remaining consent items were the August 18, 2026 board meeting minutes, the September 9, 2026 membership report, and the financial statements circulated for the meeting. Gail noted that the month shown for the financial statements on the agenda required correction.

Motion: That the consent agenda, excluding the Executive Director report, be approved. Moved by Tom Akam; seconded by Marlyn Graziano. Carried.

The board discussed the proposed Tri-Cities regional consolidation described in the Executive Director report, including effects on volunteers and service, reporting, mileage costs and any future Ride Scheduler changes. Shirley explained that the sequencing of regional changes depends on local readiness and that a project team and board steering committee will review options. Any proposed spending would be assessed against benefits and strategic needs and brought to the board as appropriate.

Motion: That VCDS proceed with the regional consolidation as outlined in the Executive Director report and prior strategic planning. Moved by Anne Gloeckler; seconded by Tom Akam. Carried.

Shirley will provide a brief overview of the regional consolidation project, its governance and next steps at the November board meeting. The board will monitor effects as implementation proceeds.

4. President's Update

Gail introduced draft terms of reference for four strategic working groups based on the May planning session. The drafts describe purpose, scope, roles and reporting, and clarify the distinction between board oversight and operational management. Working groups will review work already completed, refine their terms of reference and membership, and report back, with an initial update anticipated in November. No approval of the draft terms was sought at this meeting. Anne offered to lead the volunteer experience working group in place of Mike.

Board recruitment will begin this month with greater attention to needed skills, experience and director expectations. A draft board handbook covering governance, onboarding and offboarding is expected by the end of September and will be shared in Teams for board comment. Legal experience was identified as a useful board skill or potential advisory resource.

5. Secretary's Governance Update

Mike demonstrated the Board of Directors area in Microsoft Teams and proposed using it for agendas, minutes and supporting materials beginning with the next meeting. He will prepare access instructions and assist directors as needed. Directors discussed document location and version control; broader migration from the existing shared drive will be considered over time.

Joan recommended recording movers and seconders consistently in future minutes and adding a standing in-camera item to board agendas. The in-camera item will be added beginning with the next meeting; no in-camera session was held at this meeting.

6. Executive Director's Expense Approval Process

Shirley presented a draft expense approval matrix identifying designated and alternate approvers by expense type, to support the outsourced accounting and approval process. The board discussed continuity of approvals, the need to distinguish approval from payment and accounting work, and the goal of reducing operational tasks assigned to directors over time. Shirley invited further feedback on the proposed assignments. She will develop a fuller expense policy and process for future board consideration, anticipated in November. The draft matrix and process were not formally approved at this meeting.

7. 2026 Volunteer Picnic

Anne led a debrief of the September 12 picnic. Directors described the event as well organized and valuable for volunteer recognition and connection. Tom clarified that the estimated total expense was approximately \$4,500 for 2026, subject to final expenses, compared with approximately \$4,300 in 2025; the amounts include the accounting value of donated gifts. Directors discussed attendance, location, regional access and other ways to recognize volunteers. The volunteer experience working group will consider options, costs and possible volunteer feedback before bringing recommendations to the board. No change to the picnic format or budget was approved.

8. Director Roundtable

Joan raised the organization's reliance on Ride Scheduler and asked about vendor risk. Mike and Shirley said the technology working group will consider vendor continuity, data privacy, cybersecurity, financial viability and the system's fit with future integration needs. No formal risk assessment has yet been completed.

9. Adjournment

Motion: That the meeting be adjourned. Moved by Mike Klein; seconded by Joan Sheehan. Carried.

The meeting adjourned at approximately 8:52 pm.

Next meeting: CANCELLED Tuesday, October 20, 2026 at 7:00 pm.

The November Board meeting scheduled for November 17 will be in-person. Time and location TBD.