

Call to order at 4:30 p.m.

Present: Ellen Bourassa, Matt Morrow, David Cheslow, Andrée Fredette, Ron Lewis.

Regrets: Lee Middleton, Barb Ropars.

1. **Agenda:** approved with addition.

2. **Previous Directors' Meeting Minutes:** September 13, 2017, minutes approved.

3. Officers' Reports**a. President**

- Ellen Bourassa contacted the RhiCon representative to get an update on the grant decision re. capital funds. No news yet, it's a wait and see situation.
- On the technical front, Ellen suggested that a Tech report be presented monthly, starting with the next directors' meeting. This would allow Harvey Janszen and Ryan Dentry to sum up the highlights of the month's activities. All agreed this would be useful. Ellen will contact Harvey to have him set up the trial.
- Ellen Bourassa reports that she asked Harvey Janszen to attend the directors' meeting and report on the progress of connecting members for the Beacon trial. HJ did not attend the meeting, nor did he send in a report via email.

b. Treasurer

The treasurer is currently building a budget tracker, to prepare for the upcoming 2018 budget forecast, for discussion at the December directors' meeting. See Annual Budget, below.

4. Unfinished Business

Following up on the motion tabled at the Aug. 8 meeting, for the treasurer to match up financials with membership list: with the help of the bookkeeper, the list has been updated as of Aug. 31st. Harvey Janszen has a copy.

5. New Business**a. SNC Website**

MOTION: Carry out changes and updates to the website, as suggested in David Cheslow's Aug. 4 email summary.

Moved by David Cheslow, seconded by Matt Morrow. Carried.

Action: Ellen Bourassa will contact the bookkeeper, to see if she is willing to be the main (and sole) contact for inquiries.

Action: Ron Lewis will research an internet phone service, to be used as the contact number displayed on the website.

Action: Andrée Fredette will be in touch with Harvey Janszen re. further updates to the website.

b. Ticket System

MOTION: The Co-op wants to implement a system for logging/tracking customer service issues and will test OS Tickets for a 30-day free trial, with Harvey Janszen and Ryan Dentry; the two techs will report on usability at the end of the 30 days.

Moved by David Cheslow, seconded by Matt Morrow. Carried.

Action: Ellen will contact Harvey and set up the trial.

c. Retrieving SNC equipment from Steveston

MOTION: To retrieve SCN equipment from the Steveston location, and return the key to its owner.
Moved by David Cheslow, seconded by Matt Morrow. Carried.

Action: Ellen Bourassa will follow-up on most expedient, least costly approach to accomplish this.

d. Email approved minutes to Co-Op members

Following a discussion, it was decided that other means of disseminating SNC information are more suitable, including a notice added to the invoices to members (generated through QuickBooks system), articles in the Scribbler, posting at the stores, etc.

e. Contract for AP hosts

MOTION: The executive will review the draft contract, and prepare an abbreviated version, which will be presented at the next directors' meeting.

Moved by Ellen Bourassa, seconded by Matt Morrow. Carried.

Action: the executive will draft a contract.

f. Annual Budget

The treasurer is gathering data on anticipated expenses and income, to present a draft budget for the upcoming year. Target is the December directors' meeting, in preparation for fiscal 2018 (year-end is Jan. 31st).

g. Contracts for technical contractors

MOTION: The executive will bring a draft contract for the services of Harvey Janszen and Ryan Dentry to the next directors' meeting.

Moved by Ellen Bourassa, seconded by Matt Morrow. Carried.

Action: the executive will draft contracts with HJ and RD.

h. Beacon Test

Two connections have been made. More to come, still waiting to hear from Harvey Janszen, to identify participating members. HJ did not attend the directors' meeting, and did not respond to requests for a report.

Action: Ellen Bourassa will follow-up with Harvey on the test set-up, and get the names of participants. Following this, a questionnaire will be designed, and participants contacted (David Cheslow, Ellen Bourassa).

i. IP addresses

Decision to purchase IP addresses deferred 30 days, after Beacon test.

6. Next Meeting: October 28, 2:00 p.m., Rec Centre Lounge**7. Meeting adjourned: 5:45 p.m.**