

CCCS Board Meeting Minutes  
December 11, 2003

Board Members Present: Ron, Mark, Sylvia; Regrets: Barry, Debbie  
Contractors: Jason; Regrets: Jean, Harley, Christian, Christine  
Members Present: None

1) Adopt Agenda  
Mark/Sylvia Adopted

2) Adopt minutes of:

a) November 14, 2003 meeting

i. Amend 5 B) 3rd line should read: "Line Busy issue, to get 10+ additional dial up lines presents certain problems."

Motion to adopt agenda as amended: Mark/Sylvia passed

b) December 4, 2003 meeting

Motion to adopt agenda: Mark/Sylvia passed

3) Business arising from the minutes:

a) Nuxalk Education Discussion: Ron will try to negotiate \$200 to \$300 per month with NEA.

Mark/Debbie Passed

Member Presentations

4) None

Contractor Reports/Presentations

5) Financial Report

Christine's report was read.

Motion to accept: Mark/Sylvia passed

6) Liaison report (Jean)

a) Jean's comment was read and her request to change her position name from Membership Liaison to Public relations.

Motion to change Membership Liaison to Public relations:

Sylvia/Mark passed

7)

Tech/web page report (Harley, Jason, Christian)

a) Quarterly Work Plan: This document was discussed. What was submitted is a good start, but this report in its current form is a bit confusing. It should be organized in a form something like:

Work/ItemPriorityWho will do/buyWhenEstimated Time/CostObviously this format may need to be adjusted as we begin using this Work Plan. The Work Plan should be a "living document" that can be changed as required with appropriate communications with the board has occurred.

As the current work plan exists, the board emphasizes the need to maximize our redundancy and our disaster recovery plan. We want a clear well-understood plan so that the service is never down for more than a very short period of time. Internet access should be able to be back up within say 0.5 hours or less, the mail server should be back in operation within say 2 hours, or something like that. We want the service to be redundant and robust, so that it can recover from failures in seconds or at least a very minimal period of time depending on the severity of the failure. Component failures should be planned for, and system failures should have contingencies ready to minimize down time.

b) Jason and Harley's reports were read.

c) Christian did not supply a report.

Motion to accept the Tech Reports: Sylvia/Mark adopted

8) Other Concerns

a) Mark presented T1 possibilities with a background discussion from Jason. If it can be arranged the board members feel that this would be the way we should go.

b) Ron presented the board with a copy of his VISA statement which shows that it was charged \$145.46 for the new PC Anywhere upgrade.

Motion to reimburse Ron: Sylvia/Mark Passed

9) Contractor Contracts: Mark will print these as he wrote them and we will sign them.

Motion to Adjourn: Sylvia