

CCCS Board Meeting Minutes
July 8, 2004

Board Members Present: Ron, Mark, Barry, Glen; Regrets: Sylvia (Glen had to leave after item 1).
Contractors: Jean; Regrets: Christian, Christine, Jason, Harley
Members Present: Stewart Ward (future member)

1) Glen proposed a plan where-by we could jointly contract with the Health Authority for a highly qualified person to fill the ED position come September. He will circulate this person's resume. (Glen departed the meeting.)

2) Adopt Agenda

Motion to adopt agenda as amended: Barry/Mark Adopted

3) Adopt minutes

a) June 10, 2004 meeting

Motion to adopt minutes: Mark/Barry Adopted

4) Business Arising

a) The Bad Receivables issue can't be resolved until we get our books back from PMT where they are for audit.

b) The DVD burners for back up are here.

c) The workstation arrived today.

d) Jason ordered the wireless books.

5) Member Presentations

a) Stewart Ward introduced himself. He expects to be in the valley for the next couple years and would like to help out.

6) Contractor Reports/Presentations

a) Financial reports (Barry, Christine)

Barry read the financial report. Ron will discuss with Christine about the accumulating accounts.

Motion to adopt financial report: Barry/Mark Adopted

b) Public Relations report (Jean)

i. Jean reports that we don't need to build a whole new web page because Adobe Go-Live will allow access to most of the current web page for editing.

Motion: Jean may purchase the latest version of Adobe Go-Live from KCC for \$605.00 + taxes and shipping.

Barry/Mark Carried

Jean will work with Christine to arrange payment for this.

The lock on the server room has finally broken. Jean will contact Jerry Smit of SD#49 to resolve this problem.

Motion: A \$100 budget will be established that Jean may use to help resolve broken server room lock in consultation with the school district.

Mark/Barry Carried

There were 7 new accounts and 2 account cancellations in June. Jean will give Ron the latest numbers for budgeting purposes.

Motion: Members in good standing who have requested that their account be deactivated for 2 months or less may have their accounts reactivated at no charge.

Barry/Mark Carried

ii. Harley: None

1. However, Jean reports that Harley is working to iron out problems with the usage program, over-hauling the e-mail the e-mail system, and dealing with sluggish server issues.

2. It was suggested that we should let the Linux server handle the e-mail and other server operations while the Windows server is over-hauled. This will give the Linux server a thorough test and give us experience using the Linux server.

iii. Jason:

1. Jason sent a written report that included 2 spreadsheets of data about server usage.

2. The graphs presented did not have the vertical and horizontal scales and so did not communicate to the board. There was a question if server usage was the appropriate data for determining whether we needed a second server or not. What was the loading on other portions of the system?

iv. Christian: None.

c) Executive Director Report

i. Position currently empty.

Motion to adopt Contractor reports:

Mark/Barry

Adopted

7) Old Business: None

8) New Business

a) Barry suggests that we should give a \$100 donation to the Discovery Coast Music Festival to help with this year's festival.

Motion: CCCS will donate \$100 to the Discovery Coast Music Festival.

Barry/Mark Carried

b) Ron, Mark, and Barry were all at the last Board-to-Board meeting with Coast Connect so no further discussion is required.

c) MOU with Coast Connect Development Society. (see attached)

Motion: The CCCS ratifies the MOU as it was last circulated by Ron on June 30th.

Mark/Barry Carried

This begins our formal relationship with Coast Connect.

d) July, August, and September budget.

Motion: We will continue to use the previous budget for July, August, and September.

Barry/Mark Carried

e) Ron presented the invoices that were charged to his VISA for:

i. The DVD mass storage back up hardware from KCC - \$613.72

ii. New work station from KCC - \$1029.36

iii. Beeline Couriers for transport of the new work station - \$24.10

- iv. There will be an additional invoice for the wireless networking books that Jason ordered that will amount to around \$450
- v. There will be another invoice for 59 Euros for the PureBasic license.

Motion: Ron will be reimbursed for these items when the paper work comes through or the VISA statement containing them arrives.

Mark/Barry Carried

Motion to Adjourn: Mark

Date Adopted: August 12, 2004

President's Signature:

Attachments:

Memorandum of Understanding

Between

Coast Connect Development Society (Coast Connect)

And

Central Coast Communications Society (CCCS)

1) Principles

We agree:

- 1.1) To develop win-win situations for both organizations
- 1.2) To work with transparency in all processes including our financial and business planning
- 1.3) To develop joint strategic direction that forms business planning and delivery mechanisms
- 1.4) The Bella Coola Valley is the priority for this partnership
- 1.5) That all parties recognize that we are working for the common good of the communities of the Central Coast.
- 1.6) To look at all options from business management and service delivery perspectives.

2) Roles and Responsibilities

- 2.1) CCCS will deliver broadband service to the residents and businesses of the Bella Coola Valley as the local Internet Service Provider (ISP).
- 2.2) Coast Connect's initiative is to make Broadband service possible in the entire Central Coast.
- 2.3) Coast Connect will provide wireless client delivery infrastructure.

3) Meeting Process

- 3.1) Regular meetings will be held between CCCS and Coast Connect.

4) Agreed Upon Specific Actions

- 4.1) Upon ratification of this MOU the CCCS and Coast Connect will share financial records.
- 4.2) We will review our strategic direction and confirm our business plans annually.

5) Amendment Process

- 5.1) To amend this MOU or any future contract between the CCCS and Coast Connect the boards of both societies must adopt the amendments.

6) Participation

6.1) Participation in this MOU is voluntary. If any organization wishes to withdraw they must give the other organization one (1) fiscal year notice unless all parties agree.