

## CCCS Board Meeting Minutes

May 11, 2009

**Board Members Present:** Ron Evans, Doug Baker, Mike Wigle, David McCauley;

**Regrets:** Stuart Ward

**Contractors Present:** Lesley Harrison, James Hindley, Bob Cross, Babs Goertz;

**Regrets:** Jean Prins, Krista Gunderson

**Members Present:** None

- 1) Adopt Agenda – **Motion** to adopt the agenda – David/ Mike - Adopted
- 2) Member Presentations
  - a) none
- 3) Decide who is holding which office
  - a) President – Ron Evans
  - b) Vice President – David McCauley
  - c) Secretary – Mike Wigle
  - d) Treasurer – Doug Baker
  - e) At large – Stuart Ward
- 4) Adopt minutes
  - a) April 13, 2009 meeting – **Motion** to adopt the minutes from the April Board meeting: David/ Mike - Adopted
- 5) Business Arising
  - a) Ron has attempted to have a conversation with Sue Cambridge but has had no response to any phone calls or emails.
  - b) Lesley is looking at the accuracy of our books with PMT.
- 6) Contractor Reports/Presentations
  - a) Financial reports (Lesley) Written report – Motion to adopt the financial report: Mike/ Doug - Adopted
    - i. Subscription Revenue: (see below)
    - ii. General state of financial processes
  - b) Public Relations and Webmaster reports (Jean) Jean not present
    - i. Number of calls in
      1. Install
      2. Repair
      3. Billing
      4. Other
    - ii. Call Logging and Response (How is it working?)

- c) Network Services Report (James? Bob?)
  - i. Dial-up status – Dial up continues to function without need for any repairs
  - ii. Back-bone network state – The backbone network is solid.
  - iii. Call logging (How is it working?) Working OK
  - iv. New installs – About 6 new installs. We need an updated written install procedure. Contractors will work out a new install procedure so more complete member information can be collected.
  - v. Repairs – Lots of repairs mostly due to people tinkering with their equipment. Receipt books and forms are needed to record these kind of repairs
  - vi. Waiting list – It is down
  - vii. Equipment and consumables required for the next 2 months
  - viii. Work documentation and system documentation
  - ix. System Inventory- James continues to work on an inventory listing of equipment on hand.
  - x. Comments

Motion to accept the contractor reports: David/ Mike - Accepted

7) Old Business - None

8) New Business

- a) Tweaks to Operating Budget for April, May, and June (Ron, Lesley) – Tabled until next meeting
- b) Do we need to adjust our subscriptions to reflect new realities on the web? If so what are our constraints? If so how? (Ron, Lesley, James) – Tabled until next meeting
- c) Inventory (Ron, Lesley, James)
- d) Coast Mtn. News – Change password

9) Next meeting – Monday June 8

Meeting Adjournment – David moves to adjourn the meeting

**In Camera Meeting:**

- 1) to deal with Labor issues (James, please attend.)

### Estimated Revenue for May

<b>Dial-up</b>	# of Members last mnth	# of Members Now	Subscript Fee	Value
Plan 1	51	50	20	1000
Plan 2	27	26	35	910
Plan 3	19	16	45	720
Directors	0		20	
<b>Total Dial-up</b>		<b>Total Dial-up Rev.*</b>		2630
<b>High-speed</b>				
	# of Members last mnth	# of Members Now	Subscript Fee	
Silver	104	106	60	6360
Gold	5	6	85	510
Platinum	5	5	130	650
Titanium	3	3	160	480
Directors	4	5	30	150
Total HS subscriptions:				
Total High-speed		<b>Total HS Revenue*</b>		8150
<b>Total</b>				
<b>Total Subscribers</b>		<b>Total Expected Revenue*</b>		10780

\*This does not include mailbox revenue or GST