

CCCS Board Meeting Minutes
October 15, 2008
(Draft)

Director's Present: John Breffitt, Ron Evans, David McCaulley, Stuart Ward, and Mike Wigle; **Regrets:** none

Contractors Present: none; **Regrets:** James Hindley, Jean Prins, Bob Cross, Krista Gunderson, Babs Goertz, and Christine Hyde

Members Present: none

1) Adopt Agenda

Motion: to adopt the agenda as amended

Stuart/John - Adopted

2) Member Presentations

a) none

3) Adopt minutes

a) September 08, 2008 meeting

Motion: to adopt the September 08, 2008 Minutes

Mike/David - Adopted

4) Business Arising

a) Last month the board did not understand the financial statements as they were presented. While we recognize that these are standard business documents none of us is a bookkeeper so we need some instruction to understand what we are looking at.

Motion: to adopt the Financial Reports for August and September 2008 as presented. In the future we request that the financial reports be accompanied with a brief point form narrative summarizing what the financial reports are telling us that will include (1) Total income, (2) Total spent, (3) Total committed, and (4) how much remains that we can spend.

John/Mike – Adopted

b) Item 7a) Tabled at last meeting:

Motion: We will provide a \$2200 budget for the purchase of 10 CPE units. Ron will carry \$1000 of this for one month.

John/Mike – Passed

- c) Note to Jean and Christine: As of the last meeting (Item 7c) we removed the maintenance fees and raised all subscriptions to compensate. Now subscriptions are as follows:

Subscription	Monthly Fee
Silver	\$60
Gold	\$85
Platinum	\$130
Titanium	\$160

- d) Item 7d): After considering this for the past month we have decided that it is necessary to implement the following change to the installation fees

Motion: As of October 15, 2008 the old installation fee and lease structure is abolished. From now on we will request a \$290 installation fee up front for NEW installations. After paying this fee members will receive the first month of service free. Further the Network Services contractor will invoice CCCS \$80 for each NEW install performed.

David/Stuart – Passed

Note – This replaces the old installation regime which totaled \$210 and did not entirely cover the cost of the equipment being installed. By providing the first month of service free this amounts to a net increase of \$20 for new installations, but allows CCCS to offset the full cost of the 2.4 GHz CPE equipment being installed. CCCS will continue to honor existing agreements and members who are being re-hooked up will not be charged this fee unless it is an entirely new installation.

Note – We need to receive a monthly report detailing how many new and old installs have been performed that month.

Note – We need to establish a service log as soon as possible.

- 5) Contractor Reports/Presentations
 a) Financial reports (Christine)
 i. Last month's
 ii. This month's

These were adopted under Business arising above.

- b) Public Relation and Webmaster reports (Jean)
 i. October Subscription Revenue:

Dial-up	# of Members last mnth	# of Members Now	Subscript Fee	Value
Plan 1	62	57	20	1140
Plan 2	32	32	35	1120
Plan 3	21	21	45	945
Directors	0	0	20	0
Total Dial-up		Total Dial-up Rev.*		3205
High-speed				
	# of Members last mnth	# of Members Now	Subscript ion Fee	
Silver	83	109	60	6540
Gold	7	7	85	595
Platinum	5	5	130	650
Titanium	4	4	160	640
Directors	5	5	30	150
Total High-speed		Total HS Revenue*		8575
Total Subscribers		Raw Total Revenue*		11780
Annual Director	1	1	-30	-30
Annual Silver	11	11	-60	-660
Property Usage	1	1	-60	-60
		Expected Total Rev*		11090

*This does not include mailbox revenue or GST

- c) Tech reports
 i. Bob
 none
 ii. James
 none

Note – James would have been present except for illness in his family. He did have a lengthy discussion with Ron earlier in the day.

- 6) Old Business
 a) See Business arising

7) New Business

- a) We need about \$1800 budget for 12 refurbished CPE radios on sale.
These radios will go a long way toward improving our financial liquidity and they are about 40% off. However our cash situation is tight.

Motion: We will provide \$1800 budget to purchase these 12 CPE radios on the following conditions: 1) Christine confirms we have the money to do so, 2) at least 6 of these radios must go to new subscribers so that the installation fees collected will offset the cost of the CPE units.

John/Mike – Passed

- b) Budget for next 2 months

Motion: We have passed the budget presented by Ron for October and November retroactive to the September 21. (See attached)

John/David – Passed

Budget Highlights – This budget begins our change to a new contractor structure.

All contractors contracts remain status quo for now except for the tech contracts. Below are some highlights of where we are going with this.

Member Support: This is the old PR department with the addition of the webpage manager contract. At the moment the duties for this position remain as they have been, but in consultation with Jean, James, and Krista this position is going to become our ‘Tier 1 Support’ unit. Network Services (see below) will begin providing Member Support with various scripts so that more of the simpler trouble shooting can be done without involving Network Services. None of these duties will change without buy-in from all the contractors involved. There will be a service loop established shortly so that we don’t “lose calls in translation” and call progress can be managed.

Network Services: This is the old Tech and Installer positions rolled into one contract. These 2 positions have become very blurred over the past year anyway. We will be contracting with Sentinel Computers (James) to provide this service. CCCS will continue to own all equipment, but Network services is contracted to operate our network. While this contract starts at \$3000/month as the high-speed member subscriptions increase this contract will grow. We anticipate not losing Bob because he will be working with James, but his role will become more fluid and he will be paid directly by James. In addition to managing our Network Network Sevices will provide our ‘Tier 2’ member support for all calls that Member support can’t handle. We will meet with James and Bob at our first opportunity.

Bookkeeping remains the same until December 31st.

Recording Secretary remains the same.

Motion: We will establish the protocol to establish a Service Log and Cycle as soon as possible. This will allow us to track calls so that they are not lost and so that we can follow up on them in a timely manner.

Mike/John – Passed

- c) Funding Proposals: John and to a lesser extent Ron have been pursuing funding proposals. We need CPE radios that we've been having difficulty buying because of cash flow constraints. We are also concerned that Saloompt Mountain, even though we have put a lot of money into it recently and have vastly improved the probability that it will stay up, could still go down due to a rather minor glitch and we would be unable to make repairs in a timely manner. CCCS cannot afford even a minor repeat of what occurred the past 3 winters. Plus even a minor failure requires a helicopter trip to make repairs. While we fully understand the advantages and efficiencies of a mountain top site our experience over the last 3 years has made us wary. We believe it would be prudent to begin obtaining funding to implement a Valley Floor Network that would have as its over-all design criteria 24-7 access to all towers by 'normal means'. This is going to require a significant amount of funding.

Motion: We will pursue various funding options using Sue Cambridge as our grant writer and John Breffitt will be our lead on these funding proposals.

David/Mike – Passed

- d) The board regrets to accept Christine's resignation as our bookkeeper effective December 31st. Thank-you Christine for your years of commitment and service. You single handedly put us into a position that we have auditable books. You will be missed. We wish you luck in all your future endeavors.

Motion: In light of Christine's resignation as our bookkeeper, we will advertise 2 positions that will most likely be held by the same contractor at least initially. One position will be our General Accountant, and the other will be our Accounts Receivable. We will try to have the new Accountant/AR person in place by December so that they can be brought up to speed by Christine before she leaves.

David/Stuart – Passed

- e) David's proposal for an advertising website was discussed. John suggested that David begin by building a 'bulletin board' type site for local people that he can host from his own server initially. This is something that would be useful for Valley residents to coordinate their trips to the Lake and other things. It would be an interactive site so members can install their own announcements. As this site develops and grows to become more diverse we could then move it to a CCCS server.

Motion: to adjourn.

John