

CCCS Board Meeting Minutes
September 14, 2006

Board Members Present: Michele Bazille, Ron Evans, Stuart Ward; **Regrets:** Mark Nelson, Denise Rutledge
Contractors: Dave Harris, James Hindley, Barry Layton, Jean Prins, Roger Triebwasser;
Regrets: Babs Goertz, Christine Hyde
Members Present: None

1) Adopt Agenda:

Motion: We will adopt the agenda.

Michele/Stuart – Adopted.

2) Adopt minutes:

Motion: We will adopt the minutes from the August 17, 2006 Board Meeting.

Michele/Stuart – Adopted.

3) Business Arising:

- a) Dave will send an All Users e-mail to the members warning them about the use of software like Bit Torrent that allows them to illegally download music and movies.

4) Member presentations

None

5) Contractor Reports/Presentations

- a) Financial reports (Barry reported the financials for Christine):
 - i) Operations: There was no discussion around the Balance Sheet and Profit Loss Statements. We do need to be careful with our spending until our financial picture recovers from the BB Completion project
 - ii) BB Completion Project: We are into the final stages of this project. Barry and Christine will need extra time to put the financial picture in order. Barry estimates about \$3500 for himself and Christine to accomplish this.

Motion: We will establish a budget of up to \$3500 from grant funds for Barry and Christine to complete the bookkeeping for the BB Completion Project.

Michele/Stuart – Adopted.

To do the final work on the inner coast portion of the project, which will include a trip to each of the mountain sites (Saloompt, Noohalk, and 4-Mile), will require about \$4500 from grant funds. (\$2000 for helicopters, \$1500 for work on Saloompt and Noohalk, \$500 for work on 4-Mile, and \$500 for trip preparation). This needs to be done before Dave leaves on October 15th.

Motion: We will establish a budget of \$3500 from grant funds for Barry and the Techs to complete the work on the 3 mountain sites. This budget cannot be spent until the final installment of the CST grant is received.

Stuart/Michele – Adopted.

Motion: We will adopt the financial report.

Michele/Stuart – Adopted.

- b) Public Relation and Webmaster reports- (Jean, James)
 - i) August subscribers:

Dial-up	
Plan 1	81
Plan 2	60
Plan 3	53
Directors	0
Total Dial-up	194
High-speed	
Silver	68
Gold	17
Other	2
Seniors Home	3
Directors	5
Total High-speed	95
Total Subscribers	289

- ii) There is some confusion around which dial-up accounts should be invoiced when members also have a high-speed subscription. This has led to some confusion about what should be reported here and has produced an obvious distortion between the above numbers and what was reported last month. Barry will discuss what should happen when high-speed members also have dial-up accounts with Christine so this can be cleared up.
- iii) When a member switches from dial-up to high-speed (H-S), the installer responsible for the switch will inform PR (Jean) when the dial-up account can be disconnected.
- iv) Jean reports that she currently has 43 people waiting to be connected to H-S and more are calling her all the time at a rate of 3 or 4 per week. Barry reports that we are almost out of CPEs. There are another 10 arriving very soon and then we will have to purchase about 40 more at a cost of about \$8000.
- v) Jean reports that she had 8 cut-offs due to non-payment this past month.
- vi) Members are contacting contractors at their homes and at their places of work instead of going through the info account or the contact phone line. Dave will compose a message to All Users explaining that this cannot continue because

all CCCS contractors are part time and must work at other jobs to support themselves and they all need a private life where they do not need to respond to CCCS related issues if they are to perform their CCCS tasks efficiently when they are at work for CCCS. The correct way to contact CCCS is through info@belco.bc.ca or 982 0094. Contractors should not be expected to respond to CCCS matters when they are not on CCCS time!

- c) Tech reports (Roger, James, Dave)
 - i) Roger (Associate Tech for H-S Operations and H-S installs):
 - (1) The Klemtu build-out is completed and was much nicer than the Wikinuvx build-out primarily because of the experience gained from Wikinuvx.
 - (2) There is a nagging problem with long ping times showing up from Acwsalcta School and some other locations. This is a new issue and Dave and Roger are just beginning to investigate it.
 - (3) The Saloompt tower is working very well.
 - (4) Members are sometimes installing Ips that duplicate other Ips. Roger is monitoring this problem and fixing it as it occurs.
 - ii) James (Associate Tech for Dial-up Operations and H-S installs):
 - (1) James is continuing to study the material from the books and making good progress.
 - (2) James has the new dial-up server ready to install. He and Dave will be switching the dial-up service to this new server in the next few days.
 - (3) James is doing installs when he can.
 - iii) Dave (Tech over-all):
 - (1) The Klemtu H-S Completion took 2.5 days and went very smoothly. It worked flawlessly the first time it was tested. Dave was responsible for the design of this system. Congratulations to Dave and the team who did this work!
 - (2) Dave is seeing the same issues as Roger and will work with Roger to find the cause and fix it.
 - (3) Dave has over-seen James' work with the new dial-up server and will work with James on the switch-over.
 - (4) Dave will be away the last half of October.
 - (5) Dave is reviewing a spectrum analyzer that, if it works as it is supposed to, he feels that each installer should carry one as a tool for trouble shooting during installs. He purchased one for himself and will report back on it later.
 - (6) Dave has found a Network Manager that will do the work that the old QOS was supposed to do for us. He recommends purchasing one right away so we can begin to monitor members usage and regulate the service that we will supply to each user. It is \$205 US

Motion: We will establish a \$350 budget from operations to cover the cost of the Microtek Network Manager unit and its software.

Michele/Stuart – Passed.

- d) Executive Director Report-Barry – Written report
 - i) Operations
 - (1) Valley Dial-up is working
 - (2) Valley H-S:
 - (a) Redlines are all working well
 - (b) Kodiak will do the fibreoptic preparation at the server room on Friday.
 - (c) We are running into a PR problem with the Nuxalk Admin where we install a system that works, they change it without consulting us, it doesn't work so they blame CCCS for the problem, and tell others that our system does not work. Barry will meet with members of the Nuxalk administration to rectify this issue.
 - (d) We have begun a discussion to rationalize our H-S rate structure. Ron prepared a proposed rate structure that Dave has responded to. This discussion will continue on the e-mail so that we will be able to adopt the new H-S rate structure in the next month or two.
 - ii) BB Completion Project
 - (1) Outer Coast
 - (a) Wuikinuxv – Done!
 - (b) Kitasoo – Done!
 - (c) Denny Island – no progress there yet due to political issues. Barry is in communications with Rhoda Bolton and other people involved with Heiltsuk Cable and will continue to push this. This is the last piece of the BB Completion Project. We want it finished so we can close the books within the next month!
 - (d) Barry circulated a 3 page document and a spreadsheet that needs to be sent to FNTC to claim that grant money.
 - (2) Cindy Jeromin from Industry Canada will be in the Valley to do the final IC inspection on Wednesday September 20th. She will have an informal meeting with the CCCS board members and contractors that evening.
 - (3) Barry has circulated a 6 page document that needs to go to CCRD, NDI, and CST to retrieve the final installment of the CST grant funds. Board members and contractors will get back to Barry on this very soon.

Motion: We will accept the contractor reports.

Stuart/Michele – Adopted.

6) Old business:
none

7) New Business:
Covered during the contractor reports.

8) Motion to Adjourn - Michele