

**Valley Community Fibre Network**  
**Board of Directors Meeting March 16, 2009**  
**Minutes**

---

Present: Chris Butt, Neil Carruthers, Terry Dalton, Dale Facey (via telephone), Lorraine Glendenning, Faye Hill, Kathleen Leslie, Bill McKennan, Geoff Muttart, Janet Newton, Shirley Pineo (via telephone), David Seeley, Hugh Simpson, Rachel Turner

Regrets: Terry Yuill, Don Clarke,

**1. Call to Order:** Ms. Newton called the meeting to order at 10: 00 am.

**2. Adoption of Agenda:** It was moved that the Agenda be adopted with the addition of an item under new business consisting of a presentation by Mr. Dalton regarding the Advanced Networking Day being held on Thursday March 19<sup>th</sup> 2009. The motion was carried.  
Seeley/Carruthers

**3. Adoption of Minutes – February 9, 2009:** It was moved that the minutes of February 9, 2009 be adopted. Seeley/Hill. The motion was carried. Introductions were made.

**4. Business Arising from the Minutes:** None

**5. Operations of the VCFN**

**Sales and Marketing** Mr. MacDougall of IAI presented a report of marketing and sales activities for the period February 10, 2009 to March 16<sup>th</sup>, 2009. The report of activities was distributed to those present. The new VCFN sales kit was distributed to those present.

**Network Operational Status:** Mr. Butt of IAI presented a report of network operations and project completion. No outages were reported during the period. Both the operations report and the report of project completion were distributed to those present.

**6. Financial Affairs:** VCFN treasurer Bill McKennan presented the financial report for the VCFN for 2008-2009 as well as a budget statement for 2009-2010. Notes to the financial statements were also presented. All documents were distributed to those present.

A minor error on page 2 of the 2008-2009 budget was brought to the Board's attention by Mr. McKennan. The number 62.66% should have read 0.63%. Mr. McKennan noted that the error did not affect the report in any way.

Ms. Hill enquired of Mr. McKennan regarding the date of the Fiscal Year End for the VCFN. Mr. McKennan noted that this date was March 31.

Mr. Carruthers enquired of Mr. McKennan whether the VCFN had a budget process schedule. Mr. McKennan replied that this was the first iteration of the operations budget process and

that it was an ad-hoc process to date. There was general agreement that the process would be refined as the Board gathered more experience with the operations of the network.

There was a general discussion regarding the advisability of a financial committee. No motion was made regarding this item.

## **7. Legal Affairs:**

Mr. Muttart reported that he is waiting to meet with Bill McKennan and Bob Ashley to discuss legal issues which have been identified as arising from the Board resolution to proceed with the Interim Financing Model for lateral branch construction (as recommended by the CAOs to the Board). A legal agreement will come from these discussions.

Mr. Muttart suggested that a Committee be created to instruct him about issues that arise from the negotiations with NSPI about the contra agreement for the purchase of fibre strand pairs. He suggested that someone with some technical expertise would be valuable, perhaps from NSCC, and that Mr. MacDougall had volunteered to act as a resource.

Mr. McKennan noted that the contra agreement with NSPI means that the funds received by VCFN from NSPI will simply offset existing VCFN payables to NSPI. Mr. McKennan noted the importance of finalizing this agreement.

It was moved that Mr. Simpson and Mr. Spearns form the committee. The motion carried. Seeley/Hill.

## **8. Additional Items:**

(Added following adoption of the agenda): Mr. McKennan noted some interest from persons in the Town of Kentville regarding the Town of Kentville joining the VCFN. It was moved that Mr. McKennan and Mr. Simpson approach the Town of Kentville in order to discuss this matter and report back to the board. The motion was carried. Seeley/Simpson.

(Added following adoption of the agenda): Ms. Newton asked whether municipal representatives on the Board had reported on VCFN activities to their councils as discussed in the February 9<sup>th</sup> board meeting. All municipal representatives replied that they had.

ACORN Advanced Networks Day: There was a general discussion led by Mr. Dalton regarding the Advanced Network Day being held at NSCC Halifax (Waterfront Campus) with simultaneous videoconferencing to Kingstec. It was noted that all were welcome to the event but that RSVPs should be sent to the organizers.

**9. Next Meeting:** The next meeting will be held on Monday April 20, 2009 at 10:00 am at KCED.

**10. Adjournment:** Motion for adjournment carried at 11:30. Seeley/Simpson.

**Document List:**

- Agenda For March 16<sup>th</sup> Meeting. Attached
- Minutes of February 9<sup>th</sup> Meeting. Previously circulated
- IAI report of Sales and Marketing Activities Attached
- IAI report of Operations and Project Completion Attached
- Financial Report for 2008-2009 Attached
- Budget for 2009-2010 and Notes Attached
- Sales and Marketing Kit see [www.vcfn.ca](http://www.vcfn.ca)