



**Meeting Minutes**  
**VCFN Board of Directors Meeting**  
**April 12, 2010 – 10:00 a.m.**  
**Kings CED Meeting Room– Kentville, NS**

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1] **Call to Order:** The meeting was called to order at 10:07 by Chairman Don Clarke. Present and forming a quorum were: Don Clarke, Gary Meister (Alternate), Janet Newton, Shirley Pineo, Hugh Simpson, Faye Hill, and Dave Seeley. Regrets: Dale Facey. Others in attendance: Cris Shirritt, Terry Yuill, Bruce MacDougall, Margot Day, Jeff Lawrence, John Atwood (Mainland Tel), Craig Parsons, Sue McArthur, Paul Richards and Terry Dalton.

2] **Adoption of Agenda:** It was moved that the agenda be adopted as distributed with the following addition to Section 4: Resignation of Treasurer. **Moved and unanimously passed.** Simpson/Hill.

3] **Adoption of Minutes of February 12, 2010:** It was moved that the minutes of Feb 12th, 2010 be adopted as distributed with a correction regarding the location of Internet problems noted in the previous meeting. These were observed in the Kings Chambers rather than the Library. **Moved and unanimously passed.** Pineo/Newton.

4] **Business Arising from the Minutes:**

4a] Letter to Acadia: Mr. MacDougall discussed the content and purpose of a letter that was sent to Acadia University. Gary Meister of Acadia confirmed receipt of the letter. It was moved to receive the letter into to file. **Moved and unanimously passed.** Pineo/Simpson.

4b] Chairman Clarke discussed the status of providing VCFN services to Kentville. Jeff Lawrence reviewed Kentville's participation in the IMITT meetings. Mr. Yuill noted that IAI was requested to provide Kentville a VCFN quotation for service as a VCFN customer. Councillor Pineo stated that the VCFN board should offer to Kentville a partnership price and recalled that initial costs to each of the municipal partners was based on a per-capita basis. It was moved that the VCFN board make a formal offer for Kentville to join the VCFN. **Moved and unanimously passed.** Pineo/Newton.

4c] Mr. Sherritt explained that a formal resignation was required by Mr. Bill McKennan. Mr. Sherritt was to acquire the mailing address for Mr. McKennan from Ms. Councillor Newton and mail a resignation letter to Mr. McKennan for him to sign and return.



4d] Mr. MacDougall stated that IAI had a meeting with Suzanne Kinsman from finance department of the Municipality of Kings. She has been performing the book keeping for the VCFN. She stated that she would complete all VCFN entries up to Mar 31, 2010. IAI is to perform all VCFN booking start April 1, 2010. Mr. MacDougall stated that IAI would create the budget for 2010-2011 fiscal year by July 2010.

**5] Operations and Marketing Reports:**

5a] **VCFN Operations:** Mr. MacDougall presented the Network Operations and Service Reports for February and March 2010.

Mr. MacDougall discussed and showed pictures of the network relocation work that had been performed at St. Croix

Mr. MacDougall discussed the findings of the semi annual network inspection that IAI had performed on the VCFN network. There were 34 items that needs to be addressed, none critical. IAI is creating a work plan to have the items resolved.

5b] **VCFN Sales and Marketing:** Mr. MacDougall and Mr. Yuill presented the Sales and Marketing update.

**6] MainlandTel Presentation:** Mr. John Atwood made a short presentation about MainlandTel's business and services. He reviewed their products, Network components and connection types, and obstacles to success. Mr. Atwood noted his observations regarding the VCFN network. He noted that the high costs made the use of the VCFN difficult for his company. Mr. Atwood asked VCFN to review its costing model for connection costs.

**7] Motion to Move to an In-Camera Session:** A motion was introduced by Ms. Pineo to move the meeting to an in-camera session to discuss potential legal and strategic matters. **Moved and unanimously passed.** Pineo/Hill

Legal and Strategic matters discussed

**Motion to resume public session:** Following in-camera discussion, a motion was introduced to return the meeting to a public session. **Moved and unanimously passed.** Pineo/Hill.

**8]** Mr. Dalton provided an update on ACORNS. ACORNS has signed an agreement to extend the Eastern ORAN network. There will be 3rd phase, hopefully in 2010 that could utilise the VCFN for connectivity to the Valley based hospitals.



**Next Meeting:** Chairman Clarke suggested the next meeting to be scheduled for July 5, 2010. This meeting will be the Annual General Meeting. At 9:30 am the VCFN Authority will meet. At 10am, the VCFN Board will meet.

**Adjournment:** The Chairman declared the meeting adjourned at 12:00 noon.

***Related Documents***

VCFN Board Committee Meeting Minutes February 12, 2010 – Previously Issued  
Network Operations Reports – Previously Issued