



**Valley Community Fibre Network
Minutes of the Board Meeting of
September 9th, 2013 – 12:10 p.m.
Orchards Room, 78 Cornwallis St. Kentville, NS**

1. **Call to Order:** The meeting was called to order by the Chairman at 12:10 a.m. A quorum was present. Board members in attendance were:

Don Clarke (chairman)
Gary Doucette (Acadia University)
Dale Facey (NSCC – via teleconference)
Faye Hill (Councillor, Hantsport)
Shirley Pineo (Councillor, West Hants)
Hugh Simpson (Deputy Mayor, Wolfville)
Jim Winsor (Councillor, Municipality of Kings County)

Also present were:

Sherry Crowe (IAI)	Tom MacEwan (Kings County)
Terry Dalton (ACORN-NS)	Gary Meister (Acadia University)
Kim Durling (Kings County)	Geoff Muttart (Muttart's Law)
Kathleen Leslie (Kings County)	Chris Norman (Mainland Telecom)
Craig Parsons (Mainland Telecom)	Don Regan (Town of Berwick)
Sue MacArthur (Mainland Telecom)	Cris Shirritt (Muttart's Law)
Bruce MacDougall (IAI)	Rod Simpson (IAI)

2. **Approval of Agenda:** The agenda (document 100-170-317) was approved with the following additions. The agenda was approved following a motion. (Pineo / Simpson)

Under "New Business"

- Bad Debt Settlement
- Issues of Internal Control, re GT Audit
- IMITT report
- Condolences Card
- Meeting Dates
- Retendering of VCFN management contract

3. **Minutes of the May 27th, 2013 Meeting:** The minutes of the previous Board Meeting (document 100-170-312) were approved following a motion. (Pineo / Hill)

4. **VCFN Operations Reports:**

- a. Bruce MacDougall Noted that Network Operations Reports were circulated separately. Bruce noted that there had been no failures or impairments during the previous period.
- b. Bruce MacDougall presented the VCFN Cash Budget document for 2013-2014. Following a motion, this Budget document as received by the Board (Pineo / Simpson). Following a discussion and a motion, the Budget was accepted as presented. (Pineo / Hill) Gary Doucette requested that IAI present at the next meeting a document outlining the most prudent level of reserve necessary to operate the VCFN.
- c. Bruce MacDougall noted that new laterals were being constructed to meet customer and user requirements in Berwick and Avonport.
- d.

5. **Berwick Fibre-optic Cable Asset transfer.** It was noted that this transaction was under way. Bruce MacDougall said he would verify if emails were exchanged in this regard.

6. **New Business:**

- a. Bad Debt Settlement: Following negotiations, Bruce MacDougall negotiated an agreement with a commercial customer to settle an outstanding invoice of \$ 10,700.00 for \$ 2,500.00. The customer issued and subsequently revoked a

Purchase Order for the installation of a lateral, resulting in costs to the VCFN. A motion to accept the settlement was passed. (Winsor / Simpson)

- b. Internal Control: Don Clarke noted that issues of internal control raised by Grant Thornton would be addressed at an upcoming executive meeting. All Board members will be invited to the executive meeting.
 - c. IMITT Report: Kathleen Leslie noted that a report on Voice over IP implementation by Kings County would be table in September. The report will be available to the VCFN following this. Shirley Pineo noted that Hants County was working on a VOIP plan as well.
 - d. Condolences: The sudden passing of Mr. Walter Newton, husband of long-time Board member Janet Newton was noted by the Board. The Board agreed to make a \$ 50.00 donation to the charity designated by the family. A condolence card was circulated and signed by Board members.
 - e. It was agreed that an executive meeting be held in late October and that a full Board meeting be held in mid January 2014. Bruce MacDougall agreed to circulate prospective dates.
 - f. It was agreed that the issue of re-tendering for VCFN management services would be discussed at the executive meeting.
7. Adjournment: The meeting was adjourned at 12:40 p.m. (Simpson)