



**Valley Community Fibre Network
Minutes of the Board Meeting of
July 9th, 2014 – 11:30 a.m.
Municipality of Kings County – Orchards Room
87 Cornwallis Street, Kentville, NS**

1. **Call to Order:** The meeting was called to order by the Chairman at 11:30 a.m. A quorum was present. Board members in attendance were:

Don Clarke (Chairman)

Dale Facey (NSCC)

Faye Hill (Councillor, Hantsport)

Gary Meister (Acadia University)

Shirley Pineo (Councillor, West Hants)

Hugh Simpson (Deputy Mayor, Wolfville)

Jim Winsor (Councillor, Municipality of Kings County)

Scott Geddes (Town of Windsor) joined the meeting shortly after the meeting was called to order.

Also present were:

Terry Dalton (ACORN-NS)

Cris Shirritt (Muttart's Law)

Kathleen Leslie (Mun of Kings)

Matt Favaro (IAI)

Bruce MacDougall (IAI)

2. **Approval of Agenda:** The agenda (document 100-10657-367) was approved with the following amendments (Simpson / Pineo):

Item 5, RFP for Management Services is moved to the in-camera session

Item 6, Extension of IAI service agreement is moved to the in-camera session

Item 7, Reserve Requirements was to be discussed under item 4b.

Item 9, New Business. The following items were added to the agenda and moved to be ahead of the in-camera session:

- VCFN Vision re Build Canada. – Jim Winsor
- Frequency of meetings
- Report from Terry Dalton

3. **Minutes of the February 27th, 2014 Meeting:** The minutes of the previous Board Meeting (document 100-170-352) 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 mainline failures or impairments during the previous period. Bruce reported that the only damage attributable to Post-Tropical Storm Arthur had been the loss of a lateral connection to the Home-Pro site in Berwick. Bruce noted that a new lateral had been installed within eight hours of receiving notice of the failure.
- b. Bruce MacDougall presented the Budget Plan for the 2014-2015 fiscal year. The plan was circulated as document 100-10657-363A. A discussion was led by Jim Winsor regarding the appropriate level of operating reserves for the VCFN. Bruce MacDougall noted that IAI would work with Grant-Thornton and report back to the Board at the next meeting. Bruce noted that the reserve requirements were based on three factors: risk, contingent liability, and opportunities for capital spending to produce revenue. Following additional discussion, a motion was passed to accept the Budget Plan document as the VCFN budget for 2014-2015. (Hill / Simpson)

5. **RFP for management services:** The Board agreed to move this discussion to the in-camera session. Prior to this, Jim Winsor enquired what the goals and objectives of the VCFN were. Bruce noted that the goals of the organization are summarized as follows:
 - a. To provide high-speed fibre-optic backbone services to the eight partner organizations.
 - b. To act as a tool of economic development by providing “metro area equivalence” for commercial and institutional customers in the Valley area.
 - c. To provide an independent high-speed backbone service encouraging development of the digital economy in the Valley.

6. **Extention of IAI service agreement:** This item was moved to the in-camera session

7. **New Business - Frequency of Meetings:** Jim Winsor enquired regarding the frequency of meetings. The Chairman replied that meetings were held quarterly, but that additional meetings could be scheduled as required. **The next Board meeting was scheduled for Monday September 8th , 2014** at a venue to be announced.

8. **New Business – Terry Dalton:** In regard to his presentation at the last Board meeting, Terry Dalton reported that no Canarie funds were made available for the K-12 educational sector. Terry noted that it may be possible to apply for funding through Ed-Net should the VCFN attempt to re-engage with the AVRSB.

9. **In Camera Session:** A motion was passed to begin the in-camera session. (Simpson / Pineo)

10. **In Camera Session:** A motion was passed to end the in-camera session. (Pineo / Simpson)

11. **Renewal of IAI Agreement:** A motion was passed to renew IAI's existing Agreement for an interim period of one year, beginning on July 1, 2014 and ending on June 30, 2015, under the same terms and conditions as were currently in place. Bruce MacDougall agreed to these terms and agreed to draft a new letter to the Chair renewing the agreement under these terms. (Simpson / Pineo)

12. **Adjournment:** It was agreed that other items on the agenda would be considered at a subsequent meeting. A motion was passed to adjourn the meeting at 12:35 pm (Simpson)