

# Broadband Steering Group

## Minutes of the Meeting held on the 5<sup>th</sup> February 2014 @ 7:30 p.m. Fernaig House

**Present:** Phil Game, Mary MacBeth, Neil MacRae, Joe Grimson, Hamish Howat Hurst

### 1 Apologies:

Geoff Harrington was unable to attend due to prior commitments.

### 2 Previous minutes

Proposed by Joe, seconded by Hamish

Copies of previous minutes are on our website at:-

<http://www.stromeferry-and-achmore.co.uk/index.asp?pageid=433827>

Email [Broadband@fernaig.fsnet.co.uk](mailto:Broadband@fernaig.fsnet.co.uk) if you would like to be put on the circulation list or you have any questions.

### 3 Chairman's report

#### 3.1 CBS

Phil emailed Sandra with an update and she responded suggested a meeting for an update and to see if there is anything CBS can do to help speed things up. Phil will compile a list of available dates and forward these to Sandra so as many directors as possible can attend.

**Action: Phil**

#### 3.2 Subscribers

The total number of subscribers is 46, no change this month.

#### 3.3 BBC Alba

This is on hold pending the system being available for a demonstration.

#### 3.4 Update

Calum Stiven of the Sleat Community Trust has been in touch regarding their broadband project; we agreed we would keep each other informed of progress.

#### 3.5 Terms of Reference

Deferred

### 4 Secretary's report

#### 4.1 Public liability insurance

We are still waiting on the NFU insurance for a response, Mary will chase.

**Action: Mary**

#### 4.2 Equipment insurance

Mary and Phil met with NFU insurance and gave them details of the equipment to be insured. They have told us our enquiry is rather unusual and the information has been forwarded to their specialist group for a quote. We will chase the NFU and also ask CBS for advice.

**Action: Mary**

#### 4.3 Terms of Reference

Deferred

#### 4.4 Risk register

No progress this month.

**Action: Mary**

## 5 Finance Director's Report

Hamish circulated an updated set of spreadsheets; most of the changes agreed last month have been implemented with a few tweaks outstanding.

Opening balance	£ -838.98
Income this period	£ 250.00
Expenditure this period	£ 0.00
Closing balance	£ -592.34

£250 income is a donation from Mary of her CC secretary's fee.

There was some debate as how we should show the budget for future expenses (e.g. provision for replacement of failed equipment) and Hamish will look at this in more detail so it can be reported each month to give a clearer indication of our financial position.

**Action: Hamish**

Hamish suggested we obtain a copy of TurboCASH 5 for our accounts. This is free of charge, all agreed.

**Action: Hamish**

Hamish proposed, and everyone agreed that there should be a vote of thanks to Mary for her donation of £250 of her CC secretary's fee.

## 6 Internal auditor's report

This was deferred as Geoff was unable to attend due to prior commitments. Phil spoke to Geoff after the last meeting about the level of detail required in the auditors records and discussed the need for us to be able to account for every item of expenditure at the lowest level.

## 7 Customer Relations

### 7.1 Volume trial

Hamish, Joe, Phil & Mary met to go through Hamish's volume trial. It was agreed the trial document was what was required but we would change the emphasis of the trial slightly in light of the CBS grant and the altered implementation schedule.

At a very high level the trial will now be as follows:-

- 1) Test of the capacity of the system at Fernaig House using CMNet directors' equipment.
- 2) Test of the capacity of the system at CMNet directors' properties.
- 3) Test by customer using a phased approach with a cap on any one customer's speed. This will be repeated and extended until the capacity is fully utilised.

On successful completion of the trial a schedule will be drawn up to connect customers and buy more backhaul capacity. Hamish will alter his test plan to reflect the change of emphasis.

**Action: Hamish**

### 7.2 Terms of Reference

Deferred

## 8 General topics

### 8.1 Documentation

We have written to the solicitor and provided the requested proof of identity. We haven't had a reply from the solicitor and so we will chase them.

**Action: Phil**

#### 8.1.1 Domestic contract

This is with the solicitors, we will chase them.

**Action: Phil**

### 8.1.2 Mast lease

This is with the solicitors, we will chase them.

**Action: Phil**

### 8.1.3 Hosting Agreement

This is with the solicitors. We agreed we would wait for a response from the solicitor before asking Finlay MacNab (Building Services Section) if he has anything suitable.

**Action: Phil**

### 8.1.4 Loan Agreement (previously called the Bond contract)

Hamish released an updated version of the document, all agreed this was excellent and it has been sent to the solicitor, we will chase them.

**Action: Phil**

### 8.1.5 Loan Budget Planning

Hamish created and updated the Loan Budget Document which will be used to forecast how much money we can raise through loans and when monies would be available. All agreed Hamish had done an excellent job on the document and there was no need to get this checked by the solicitor. It was agreed we would give those that had committed to join CMNet the first opportunity to participate, then others in the area, and only then go outside the area if we can't raise enough money locally.

**Completed**

### 8.1.6 Funding Request / Prospectus

Hamish created and updated the Funding Request Document which provides background information for those considering lending money to CMNet CIC. All agreed Hamish had done another excellent job on the document and there was no need to get this checked by the solicitor.

**Completed**

### 8.1.7 Standing Order

Hamish created and updated the Standing Order Document which subscribers will use to notify their bank that monthly subscriptions are to be paid. Again all agreed Hamish had done an excellent job and there was no need to get this checked by the solicitor. One small change is required before this can be used.

**Action: Hamish**

## 8.2 Relays

### 8.2.1 Plockton

Phil met with Susan Galloway (rector), Finlay MacNab (Building Services Section), Tam McLucas (Fujitsu IT support), Crisdean MacRae (janitor) and Willie Morrison (janitor). All were very supportive and helpful and we have agreed a proposed location for our external equipment, a proposed route for our data cable runs and a proposed location for our internal equipment. There is not much room for the internal equipment and we will probably have to make a customised box to fit in the space available. We will be able to do all the work ourselves with the exception of the mains wiring for which we will have to employ a contractor approved to work at the school. Our thanks to all of those named above and also to Duncan Ferguson who was instrumental in helping us whilst he was the rector at Plockton High.

Since the meeting at the school Phil has checked the line of sight from Portchullin to the proposed location of external equipment at the school and this is clear as far as we can tell given the distances involved.

We will have to visit the school again to confirm all our equipment will fit in the space available, that the proposed cable run is suitable on the exterior of the building and that the line of sight to Portchullin from the school has no obstructions close to the school.

**Action: Phil**

Whilst at the school it emerged that there is a possibility that we could use the same service provider as the school rather than BT. There is no intention to use the school's network; our network would be completely independent, but we might be able to purchase capacity from the provider the school uses. Neil will follow this up to see if it a viable alternative.

**Action: Neil & Phil**

### 8.2.2 Lochcarron

No progress this month, this has now become quite urgent to resolve, hopefully we will have some dry clear days so we can assess the line of sight.

**Action: Neil & Phil**

### **8.3 Testing**

8.3.1 Outstanding issues

8.3.2 Management & accounting capabilities

8.3.3 Test to Joe's at Braeindra

8.3.4 Test to the Glen

8.3.5 Check all parameters

8.3.6 More testing with routers

No progress this month.

**Action: Phil**

### **8.4 Restoring power to the old TV repeater**

8.4.1 Hydro power supply

This is in abeyance, pending submission of mast lease to CBS.

**Action: Phil, Neil, Hamish**

8.4.1.1 *Removal of old cable*

This is deferred until we have the alternate power supply in place.

**Action: All**

8.4.1.2 *Protection of cable on the hill*

We will provide Fay with a plan showing the exact location of all our equipment and cable runs.

No progress this month.

**Action: Phil**

### **8.5 ISPs**

No progress this month.

**Action: Phil**

### **8.6 Implementation Plan**

Phil circulated a high level schedule for phase 1; all agreed the format was clear. Phil is to add more detail to the first few steps.

**Action: Phil**

### **8.7 Flat Ethernet cable**

Hamish has done some work on this but it is unlikely that the flat cable will be thin enough to pass through windows. Hamish will look at this again and asked Phil to supply RJ45 plugs and the crimper.

**Action: Hamish, Phil**

## **9 AOB**

### **9.1 Company Logo**

At the volume trial meeting Hamish suggested we create a logo to easily identify CMNet CIC on all the documents we issue. Joe has done some work on this and circulated some suggestions. It was agreed we would all come up with a few favourite ideas to allow us to create a short list for all to consider.

**Action: All**

## **10 Items to add to the agenda of the next meeting**

None

## **11 Director's training session**

This month we covered routers in more detail and how sub net masks show routers how to do their thing.

## **12 Next meeting**

The next meeting will be on Wednesday, 5<sup>th</sup> March 7:30 Fernaig House.

The meeting closed at 10:30 pm