

# Broadband Steering Group

Minutes of the Meeting held on the 6<sup>th</sup> November 2014 @ 7:00 p.m. Fernaig House

## 1 Present and Apologies

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

**Apologies:** Geoff Harrington, Neil MacRae

## 2 Approve and adopt previous minutes

The minutes were approved, proposed by Hamish, seconded by Joe.

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

We are meeting with Sandra Byrne of CBS on Friday 7<sup>th</sup> at 10:00am. Topics to be discussed include; extending our project to Ardaneaskan and North Strome, extending the closing date of the project beyond March 2015, and reference sites for solar power.

**Action: Hamish, Joe, Mary, Phil**

### 3.2 Subscribers

Live	- 10
Kit installed waiting for backhaul	- 11
Waiting for installations	- 1
Waiting for subscriber installations	- 1
Waiting for surveys	- 3
On live access points but requested a delay	- 3
Waiting for backbone relays	- 15
No response when asked for installation date	- 2
Withdrawn from CMNet	- 2
New joiners	- 12
Total	- 56

### 3.3 BBC Alba

Phil received a call from Eilidh MacLeod who is still interested in producing a story about our project; she will be in touch in mid November.

### 3.4 Cash Flow

Mary, Hamish and Phil will meet to go through the outstanding invoices and look at our requirements for the next quarter.

**Action: Phil**

### 3.5 Backbone development

#### 3.5.1 Lochcarron

Hamish and Phil ran a field test from Lochcarron to Creag Mhaol which proved the line of sight. However the signal could have been stronger and so it was decided to upgrade the dishes to increase the power. See 8.2.1

We will configure an upgraded dish to allow us to retest the link to Lochcarron.

**Action: Phil & Joe**

#### 3.5.2 The Glen

Joe & Phil met with Alan and Jackie Cairns to discuss the possibility of using their land and power. We are also looking at other possible solutions using an independent Hydro power supply and also "off grid" options. Joe presented costs and documentation for a solar powered solution. Mary will get a quote from the Hydro for an independent supply. Phil will write to Alan & Jackie to thank them for their time and give them an update.

**Action: Joe, Mary, Phil**

#### 3.5.3 Ardnarff

We are now looking at North Strome as the site for an access point, and will start surveying before the end of the month.

**Action: Phil & Joe**

#### 3.5.4 Craig

We are now looking at Ardaneaskan as the site for an access point, and will start surveying before the end of the month.

**Action: Phil & Joe**

3.5.5 Portchullin

We are now looking at Ardaneaskan as the site for an access point, and will start surveying before the end of the month.

3.5.6 Ardaneaskan

We have eleven households who have registered an interest in CMNet and we will organise a visit to show them the equipment and answer questions.

3.5.7 North Strome

We will visit to see if anyone would like to join CMNet and also suitable sites for an access point for Strome Ferry

**Action: Phil & Joe**

3.6 *Terms of Reference*

Deferred

## 4 Secretary's report

4.1 *HC Grant*

Mary has chased Robbie and will do so again to organise receipt of the grant.

**Action: Mary**

4.2 *Hydro Power supply in the Glen*

Mary to submit request for formal quote for a power supply in the Glen

**Action: Mary, Phil**

4.3 *Risk register*

No change this month.

**Action: Mary**

4.4 *Terms of Reference*

Deferred

## 5 Finance Director's Report

5.1 *Monthly Update*

Hamish has very nearly caught up with the accounts and it was decided we would have a separate meeting between Hamish, Mary and Phil to finalise the details.

We are now ready to submit our next claim to CBS for the second tranche of equipment, this will be approximately £6,000 and we will therefore have to raise about £700 in new loans to cover our contribution of 11%.

In addition to the capital costs we will have advance quarterly ADSL & telephone line rental costs of £800 to pay and we will therefore need to raise loans to cover these until subscriptions are received.

Phil is to provide Hamish with the MAC codes to identify equipment and confirm the warranty periods.

The Opening / Closing balance figures are now out of date; we will produce a corrected figure next month.

**Action: Hamish, Mary, Phil**

It was agreed we would start charging the second group of subscribers five weeks after the second ADSL line has been proven stable.

**Action: Hamish, Phil**

It was agreed we should formalise the loans from the CC & we have suggested to Dawn we use the CMNet loan agreement as a proforma, Phil to provide Dawn with copies.

**Action: Hamish, Phil**

5.2 *Payments for installations of subscriber's equipment*

We will invoice for installations as soon as possible now to help with cash flow.

**Action: Phil, Hamish, Joe**

5.3 *Customer contracts & standing orders*

The customer contract has been returned from the solicitor and finalised. There was a debate as to the best method to distribute the contract and standing order using the least amount of paper. Our proposed method will use a mixture on email and hard copy and we will check this with the solicitor before proceeding.

5.4 *Another signatory on the bank account*

Just two people able to sign cheques is a problem and so it was agreed we should add Joe to the list of bank signatories.

**Action: Hamish, Geoff, Joe**

## 6 Internal auditor's report

### 6.1 *Assets, bf, acquired, relinquished / written off, cf*

Geoff circulated an asset list, it was agreed this needs to be amended to add subtotals to show where the kit is i.e. installed or "in stock" waiting to be installed?

### 6.2 *Liabilities*

Geoff circulated a liabilities list, minus loans, which Geoff has in hand?

## 7 Customer Relations

### 7.1 *Customer Contracts*

The revised contract has been agreed.

**Completed**

### 7.2 *Installation of domestic equipment*

There are six installations pending and we may need to install a third ADSL line if usage is high. When these installations are complete we will start work on the remaining backbone relays.

**Action: Phil, Joe**

The shopping list for the next phase has been completed and most of the items have been purchased, some can only be bought when we are able to finalise relay sites and we know exactly what scaffold is required.

### 7.3 *Volume trial*

Geoff found the user manual confusing and will help update it so a new version is ready to issue to the next group of subscribers. No progress this month.

**Action: Geoff**

The trial consisted of six phases:-

7.3.1 Phase 1 - Gather subscriber information about usage of the BT system

**Completed last month**

7.3.2 Phase 2 - First phase tuning

**Completed last month**

7.3.3 Phase 3 - Scripted tests and second phase tuning

**Completed last month**

7.3.4 Phase 4 - Subscriber unscripted tests and third phase tuning

No issues raised by this phase

**Completed**

7.3.5 Phase 5 - Gather subscriber information about usage of the CMNet system

This phase was completed without any major issues. Although there were a couple of periods of poor performance these were isolated and do not appear to be related to our network. We also experienced a problem with the link to the school and as a consequence we have updated the firmware, made some configuration changes and set up self monitoring functions. Since the changes have been made there has been no recurrence of the problem.

**Completed**

7.3.6 Review of the trial

None of the participants raised any issues relating to the trial and so it was decided we would "go live" without a public meeting to discuss the results.

The data collected during the trial has suggested some changes to the system and most of these have already been implemented.

Phil will produce a review of the trial in due course.

**Action: Phil**

We would like to express our thanks to everyone that helped with the volume trial:-

Calum & Kate Bulloch, Alan Fahy, Duncan and Catriona Ferguson, Bill & Anne Gillespie, Eric & Elizabeth Morrison and family, John Millar, and Dave Mockett and family.

### 7.4 *Terms of Reference*

Deferred

## 8 General topics

### 8.1 *Documentation*

8.1.1 Customer contract

**Completed**

### 8.1.2 Mast lease

Phil will email Fay with an update.

**Action: Phil**

### 8.1.3 Hosting Agreement

We have not received a reply from Willie & Crisdean so we have assumed the document is OK and an updated version of the mast lease for Plockton School has been sent to the solicitors, who will contact the Highland Council on our behalf.

**Completed**

## 8.2 Relays

### 8.2.1 Creag Mhaol

We will reconfigure the relays ready to link to Ardaneaskan and use the more powerful dish to connect to Lochcarron.

**Action: Phil & Joe**

### 8.2.2 Plockton

Rain prevented the tidy up at the school so this will be rescheduled; the second ADSL line is due to be installed on Monday 10th November. Phil has bought special cable clips for use in harled walls, which should fix the cable. The hosting agreement is with our solicitors.

**Action: Phil & Joe**

## 8.3 Testing

### 8.3.1 Outstanding issues

The link between Creag Mhaol and the school has been reconfigured, since then there have been no problems. We have received replacements for two AirRouter power supplies under warranty. There are some outstanding failures to investigate; equipment has been replaced from our own stocks.

**Completed**

### 8.3.2 Management & accounting capabilities

We have successfully written code to access the stats from the MikroTik routers, to send emails, and to fire a program at a set interval. All that remains is to get all the components to work as one, look up a few tables and add some numbers together and we will have the basis of a management and accounting system.

**Action: Phil**

## 8.4 Restoring power to the old TV repeater

### 8.4.1 Hydro power supply

Mary will look at transferring our supply to a cheaper low usage tariff once we have enough data about our electricity supply usage.

**Action: Mary**

We will compensate Eric & Elizabeth for the use of their electricity supply and tidy up all our equipment left on their premises.

**Action: Phil**

### 8.4.2 Removal of old cable

No progress this month.

**Action: Phil**

### 8.4.3 Protection of cable on the hill

No progress this month

**Action: Phil**

### 8.4.4 Backup Generator

No progress this month, this may become more urgent if we go "off grid".

## 8.5 ISPs

### 8.5.1 Community backhaul, West Coast Backbone (WCB)

No news this month.

### 8.5.2 ADSL Broadband installation at Plockton High School

The second line has been ordered and is due for delivery next week; we have to configure a router to split subscribers between one line and the other. When the new line has been commissioned and tested we will start to install subscribers on the new line.

### 8.5.3 ADSL Broadband installation at Lochcarron

There was some debate as to whether we should install the third ADSL line in Plockton or Lochcarron and we decided we would keep our options open and proceed with Lochcarron so it will be ready as soon as possible. However Plockton can still be used at short notice if required.

**Action: Phil**

## 8.6 Implementation

### 8.6.1 Phase 1- Creag Mhaol backbone relays, volume trial and associated subscribers

#### 8.6.1.1 Equipment

We are now ready to submit the second claim to CBS, Mary, Hamish & Phil will have a separate meeting to go through the invoices. When the current group of subscribers are connected this phase will be complete.

**Action: Phil**

### 8.6.2 Phase 2 - Relays and creation of access points for the remainder of residents and connect some subscribers.

#### 8.6.2.1 Equipment

Most of the equipment for phase 2 has now been purchased; as with phase 1 the first task will be to install the relays and access points.

**Action: Phil**

## 8.7 Company Logo

No progress this month.

**Action: All**

## 9 Director's training session

### 9.1 Configuring Ubiquiti Equipment

Phil has started to show Joe how to configure the Ubiquiti equipment.

**Action: Phil & Joe**

### 9.2 The Dude

"The Dude" has been set up on Joe's laptop.

**Action: Phil & Joe**

## 10 AOB

None

## 11 Items to add to the agenda of the next meeting

None

## 12 Next meeting

Date of next meeting Thursday, 4<sup>th</sup> December 7:00pm at Fernaig House.

The meeting closed at 10:00pm.