Broadband Steering Group

Minutes of the Meeting held on the 12th June 2014 @ 7:30 p.m. Fernaig House

Present: Phil Game, Joe Grimson, Geoff Harrington, Mary MacBeth

1 Apologies:

Hamish Howat Hurst, Neil MacRae

2 Previous minutes

Proposed by Mary, 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 if you would like to be put on the circulation list or you have any questions.

3 Chairman's report

3.1 CBS

We have asked Sandra whether the first year's insurance can be claimed as the major costs is for public and employers liability insurance which is associated with the implementation. Sandra is away on two weeks leave and has passed the question to Alaistar Nicolson, no response from Alaistar. We will look for other sources of funding as we cannot delay this any longer.
Action: Phil

3.2 Subscribers

The total number of subscribers remains unchanged at 47.

3.3 BBC Alba

No change this month.

3.4 Update

For the West Coast Backbone; Peter Buneman reports that there has been some progress on funding and he is now talking to CBS about funding for a research project to set up and monitor the project.
Thanks to everyone that has given us a loan, Phil will send out documentation as soon as possible.

3.5 Terms of Reference

Deferred

4 Secretary's report

4.1 Insurance

The documentation received from the insurers was circulated to all directors and after a lengthy discussion we came to the conclusion that the best option is to take out the full cover as recommended by the broker. The additional cover means the quote is £500 more than budgeted. We do not expect to get a response from Alaistar Nicolson (CBS) and so it was decided we would see if it is possible to get a grant through the HC discretionary fund to help with this increase to the first years running costs.
Action: Mary

4.2 Terms of Reference

Deferred

4.3 Risk register

No change this month.
Action: Mary

5 Finance Director's Report

As Hamish wasn't able to attend the following figures were taken from the last finance spreadsheets produced by Hamish and amended by Phil.

Opening balance	£ -602.25
Income and loans this period	£ 4,461.55
Expenditure / accruals this period	£ 4,968.56
Closing balance	£-1,109.26

Income and loans covers grant monies plus the loans from volunteers.

Expenditure and accruals shows the money spent on equipment plus the additional amount owed in loans this period.

The closing balance shows the position if CMNet was wound up, i.e. we have debts of £-1,109.26.

Our current bank balance is ~ £150 and this plus the grant from CBS should be enough to cover the cost of the remainder of the equipment required to set up the volume trial.

There will be additional costs to set up our equipment and telephone lines at the school and to install our own mains power for the hill.

Thanks to everyone that sent us cheques for loans, Phil will get the loan confirmation documentation out asap.

Action: Hamish, Phil

6 Internal auditor's report

Since Hamish is tied up with family matters Phil asked Geoff to produce a list of assets from the invoices.

Action: Geoff

7 Customer Relations

7.1 Volume trial

Joe and Phil have been through a dry run of the installation of equipment on the hill, there is still about a day's work required before the equipment is ready to transport up the hill.

The outstanding items required to enable us to run the volume trial are:-

> Finish setting up the kit at sea level
> Move equipment to the top of the hill
> Erect scaffold
> Install a temporary mains power supply
> Install Ubiquiti kit on the hill masts
> Install kit at director's houses and test
> Install at other volume trial houses
> Start discussions about installation of kit at school
> Install equipment at the school

Joe will contact the volume trail participants to start discussions about location of their equipment.

Action: Joe, Phil

7.2 Terms of Reference

Deferred

8 General topics

8.1 Documentation

Phil & Mary have still not been unable to organise a trip to Portree to hand in proof of identity due to family commitments, Phil inform the solicitors and reorganise.

Action: Phil

8.1.1 Domestic contract

No progress this month as we still need to sort out the situation regarding insurance.

Action: Mary, Phil

8.1.2 Mast lease

No progress this month as we still need to sort out the situation regarding insurance.

Action: Phil

8.1.3 Hosting Agreement

No progress this month as we still need to sort out the situation regarding insurance.

Action: Phil

8.2 Relays

8.2.1 Creag Mhaol

We are very nearly ready to take the equipment up the hill and install the three scaffold towers and equipment. We still need some good weather to finish drilling the rock for the scaffold feet.

8.2.2 Plockton

As soon as we have set up the equipment on the hill we will organise a date to visit and start installation work at the school.

Action: Phil

8.2.3 Lochcarron

When we have set up the equipment on the hill we will organise a date to visit Lochcarron and discuss the relay.

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 Braeintra
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

Neil to talk to Hydro about type and size of enclosure and access required, i.e. what size holes are required for cables. As soon as the first relay is constructed at the top of the hill we will look for a location for the power supply so it has line of sight to the relay. This will allow it to be online and managed remotely.

Action: Phil, Neil, Joe

8.4.2 Removal of old cable

This is cannot be done until we have a replacement mains supply.

Action: Phil

8.4.3 Protection of cable on the hill

We will assess this when we install the relays.

Action: Phil

8.4.4 Backup Generator

No progress this month.

8.5 ISPs

8.5.1 Use of C&W at Plockton School

We have chased CBS several times and have still not had a response.

Abandoned

8.5.2 Community backhaul, West Coast Backbone (WCB)

There was a discussion as to the best way to proceed; if the WCB proves feasible and can be delivered in the near future it will be the best option. However we need to buy ADSL capacity now so we can run our volume trial and gain experience running our network. Unfortunately an ADSL connection will tie us into a twelve month contract.

It was agreed a possible solution to this dilemma could be to look for a grant to cover the volume trial. We could then set up our equipment, test capacity and gain experience without losing the chance to join the WCB in the future. Mary

volunteered to start the process by completing the relevant forms; Geoff will then work on the wording with assistance from Phil as required.

Action: Mary, Geoff, Phil

8.6   *Implementation*

8.6.1   Phase 1

8.6.1.1   Plan

8.6.1.1.1   Install Domestic kit

Everyone is happy with the plan.

Completed

8.6.1.2   Equipment

The exterior quality Ethernet cable has been purchased along with all the remaining items required to install the equipment on the hill. Some small tweaks are needed before it is moved to the top of the hill. We have yet to order stationery; Geoff has very kindly volunteered to let us have some postage at a discount.

Action: Phil

8.7   *Company Logo*

No progress this month.

Action: All

9   Director's training session

The next session will be how to configure the Ubiquiti equipment and will be done "on site".

10 AOB

11 Items to add to the agenda of the next meeting

None

12 Next meeting

The next meeting will be Thursday 3rd July at 7:00 Fernaig House.
The meeting closed at 10:05 pm.