



WiredWest Executive Committee Meeting Agenda

Wednesday, August 22, 2012, 1:30 PM

Hampshire Council of Governments, 99 Main Street, Northampton, MA

Meeting called to order at 3:06 pm. Those present: Monica Webb (chair), Reva Reck, Glen Cardinal, Steve Nelson, Jim Drawe and Jean Atwater-Williams (recording).

1. Conference calls with financial contacts - It seems that A2D is looking for equity in the network and a piece of the margin, and has a 2 phase approach to financing (5 yr for construction phase and post construction financing). At this time, WW will not actively pursue working with A2D.
2. Phone-in meeting with Matrix - EC called in and got a status update. Matrix has received and is in the process of reviewing our mapping and clarified several points regarding the number of towns. Another call will take place in 2 weeks.
3. Approval of minutes of 08/15/2012 - tabled until next week.
4. Progress reports: Support cards, Delegate info meetings - Monica has been in contact with a number of towns regarding how they are handling the support card mailing. This information needs to be received ASAP so that the cards can be ordered. Individual printings will be more expensive. The reply date is officially September 30th. Delegate info sessions - Jim & Glen met with 7 delegates. The meeting went well; people were vocal and comfortable in the smaller group format. Many questions were asked and answered. One theme that emerged was that some folks are still confused about MBI vs. WiredWest; some people still think that the MBI will be connecting homes. We need to continue to promote our positive message about WW being the ONLY provider planning to bring fiber directly to homes and businesses. Glen urges us to continue scheduling these meetings over the next two to three weeks.
5. Media policies - Monica shared the media list with Steve so that he could try to get more of a reaction from some of the media outlets for the press release. Steve had the opportunity to do an interview. It was agreed that the media policy should be reviewed by the Marketing and Outreach Committee and then the EC before being presented to the board for approval. Steve has drafted a media policy which he emphasized was a rough draft to serve as a platform for discussion. He will send it to the EC.
6. Review LOI - Steve has had no response from David Shaw. Steve to follow up and put pressure on David as time is of the essence for these documents so as not to lose the opportunity to sign up CAI's.

7. Set Board of Directors meeting agenda - EC reviewed, edited and approved the agenda for the 8-25 board meeting.
8. Review meetings and conference calls - Jim had a meeting with the HCDC. Jim gave them instructions for providing the financial information so Jim can create financial reports for the board. Jim also provided the HCDC Project Sponsorship Agreement. Steve will review. Jim also reports that the advice he has received is that because the organization is under \$100,000.00 it is unnecessary to do an official audit; however, we may want to consider an informal review of our processes.
9. Updates on ongoing work:
 - Reva spoke to Kimberly Longey regarding a cooperative event with Free Press & Susan Crawford on September 28th. The EC feels it needs more information about what is to be presented and what audience will be reached before WW can commit to be involved. Monica will speak to Susan Crawford to gather more information. Reva will also speak further with Kimberly.
 - Monica will be doing the MBI report; and will be updating regional planning docs, etc. She is also trying to get the mailing out early next week.
 - Steve will be attending an OML seminar being given by the Commonwealth AG's office in Lenox on September 12th.
 - Jim will be working on an RFP for a financial advisor.
10. Other business which could not be reasonably foreseen - n/a

Adjourned at 6:10