



WiredWest Executive Committee Meeting Minutes

Called to order at September 26, 2012, 3 PM

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

Meeting called to order at 3 p.m. Present: Monica Webb (chair), Kevin Cahill (recording), Reva Reck, Jim Drawe, Glenn Cardinal and Steve Nelson. Jean Atwater-Williams arrived at 3:40, and assumed responsibility for minute taking.

1. Approval of minutes of 08/15/2012 - Motion to approve by Monica with 2 amendments under finance strategy and changed the name to Kwik Print; 2nd by Jim; Motion approved by all.
2. Approval of minutes of 09/19/2012 - Steve mentioned to reword the section from the AG offices. Monica moved to approve as amended; 2nd by Approved by all.
3. Progress reports: Support cards, Delegate info meetings, Trumbull fundraiser
 - a. Discussion of pledge cards and data entry. The EC discussed how to best communicate to towns the urgency and importance of the pledge card returns. There are many mailed cards to be entered; a number of towns will be entering their own towns. The EC will re-evaluate the response rate after more cards have been entered. Monica
 - b. Delegate info meetings - valuable information is coming from the delegate meetings. A meeting has just been held in Great Barrington, where lots of information was exchanged. Another meeting is scheduled in Blandford this coming Tuesday.
 - c. Trumbull fundraiser - well received event - good visibility. Total received so far: \$800 plus a \$50 pledge. Thank you cards have been printed up.
4. Choose remote conferencing device - Jean presented 3 choices for Polycom conference phones: Polycom SoundStation IP 7000 (\$750 - 1,200), Polycom SoundStation VTX 1000 (\$700 - 1,200), and Polycom VoiceStation 500 (\$300). The EC discussed the features of each and decided that the IP 7000 would best meet the organization's needs. Jean will research better pricing on the IP 7000 phone and report back at next meeting.

5. Governance work & Muni Space Legislative plan (LOI, privacy policy recommendation, opinion from counsel, estimate for MBI grant, etc.) - all EC members received the draft of the LOI. Jim suggested adding "telephone services". Steve has not yet heard back from Diedre. He will follow up. Steve will draft a simple NDA that Jim will place on web.
6. ISP / CAI planning - Jim recommended sending a request to town treasurer for telephone and internet bills so that CAI proposals can be efficiently created. Jean will provide the information regarding which towns/delegates have already responded. Glenn will approach each town when proposal is ready. Reva urged the committee to include the town delegate up front so that they may be aware of and involved in the process. Jim agreed that notifying them in advance makes sense, and also to involve select boards.
7. Town membership status update - Lanesborough has contacted Reva and she has provided them with all the information necessary to join the cooperative. Monica urged Reva to make sure they are apprised of the need for support cards.
8. Review meetings and conference calls - tabled until next week.
9. Upcoming meetings - Ben Downing's breakfast is October 4th. EC members are urged to attend. CIC grant meetings are coming up. Glenn, Seth and Monica will be attending.
10. Updates on ongoing work - tabled until next week.
11. Businesses interested in service in non-WiredWest towns - tabled until next week.
12. Database training and feedback - tabled until next week.
13. Other business which could not be reasonably foreseen - David Greenberg joined the meeting to discuss e-rate and doing business with schools. He sent info to Reva about what is required. We will need a Dun & Bradstreet number, a valid bank account, need to acquire a SPIN number so that we can be "selected" by our prospective customers. Schools then make a posting for 30 days so providers may respond. David also provided an RFP from 2010 that he had done that we may find helpful.

Meeting adjourned at 6:05 p.m.

