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| Kyles Community Broadband  Minute  Colintraive Village Hall 12 noon | | |
| Present: | Charles Dixon Spain (CDS); Tom Cromack (TC); Fiona McPhail (FP); John Shiveral (JS); Margaret Shields (MS)  Part of meeting: Graham Curran (GC) | |
| Apologies: | Campbell Cameron | |
| In attendance: |  | |
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| Agreement to formal meeting procedures: | * Normally notification of meetings will be at least 2 weeks in advance. * Minutes will show decisions taken, no preamble will be recorded. * Approval of minutes will be taken at the next meeting. * Minutes will posted on the website after approval. * Discussions by email and decisions reached is acceptable as long as there is a quorum response and all directors will be copied on each issue. * If staff are employed they will produce a written report 2 days before meetings with any decision points required highlighted. * Meetings are a safe forum to express personal vieMSws but once a decision is reached by the Board then all present have a collective responsibility to support that decision publicly. |  |
| Office Bearers: | * Chair – Charles Dixon-Spain (CDS) * Treasurer - John Shiveral (JS) * Company Secretary – Margaret Shields (MS) |  |
| Update on CIC creation | * MS to revert back to Graham Bell (lawyer) with a response to his email of the 27th Jan. * CDS to take over any ongoing issues whilst MS is off on sick leave | MS  CDS |
| Offers by Volunteers: | * GC advised that each of the people who had volunteered their help had been contacted. They will be added to the circulation list and asked to comment on technical issues and also to attend meetings when such issues are under discussion. | MS/GC |
| BT Response to RFI | * CDS will speak to Campbell Cameron (CC) to expedite the Post Code list. * The tender will show two phases. Phase One to cover all undisputed post codes. Phase Two to cover those post codes which are being disputed * GC will talk to both Robert Thorburn and if necessary Brendan Dick if there are any issues which are not readily resolved. * GC will organise tele meetings with each of the respondents to the RFI document. | CDS  GC |
| Tender Preparation: | * Penalties need to be written into the document to protect KCB if resources or speed levels are promised but not delivered. * Farrpoint will support us with procurement. GC requires contact details. MS to ask CC for the details. * GC will draft requirements and circulate for comment. * GC will draft scoring matrix and circulate for comment. * Tender documents will be posted on the website once they have been approved and issued. * Board minuted their thanks to Graham for all his valuable work to date. | GC  MS  GC  GC  CDS |
| KCB Website | * CDS to organise kcb.scot email addresses for all. * FAQs have been posted and all should check the answers and advise of any alterations. * MS to send CDS each of the three areas scoping documents for posting on to the website. * CDS to let MS have log in details so she can check the details of the three contacts that were failed imports to the site. | CDS  All  MS/CDS  MS/CDS |
| AOB: | * Future promotion: Leaflet to be designed to attract more of the community and holiday home owners to sign up. This will be circulated at Easter by snail mail, by hand and by email as appropriate. FP to provide contact details for the Tighnabruach area. | MS  FP |
| Date of Next Meetings | * 11th January – CDS to circulate arrangements. * 28th February – Sunday 5pm Colintraive Village Hall. | CDS |
|  | The meeting closed at 1.15pm |  |
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| **ADOPTION:** | **Proposed:** |  |
|  | **Seconded:** |  |
|  | **SIGNED:** |  |
|  | **Chairman:** |  |
|  | **DATE:** |  |