



Community Software Consortium

Board of Directors

Minutes

December 13, 2012

Meeting Specifics:

9:30 am Boston - DLS Conference Room(6th Floor) and via teleconference

Present: Chairman Tammy Blackwell, Theodora Gabriel, Chip Davis,
Rebecca Krause-Hardie, Dave Davies

Chairman Blackwell opened the meeting at 9:43 am

- **CIC grant updates – Rebecca**

Rebecca Krause-Hardie reported that the CIC Grants Phase II has been submitted by Royalston and Washington as lead towns. The Patrick Administration has cut the grant amount. Rebecca sent a letter to CIC Grant officials asking to support the Washington proposal first. She is urging all CSC communities to contact our legislators for support.

Phase I – finishing loader for the cloud environment. The Commonwealth is being quiet on host services and will not let us know if we will be able to host on the new Springfield facility. We are now looking for a private host for beta testing communities. Rebecca will be looking into a few private hosts for quotes. It is anticipated that we will be ready for operation starting July 1' 2013.

- **CSC Website**

Three verbal quotes received for updating the CSC website:

Stonewall Solutions \$6000-8000.

Inbound Zombie \$3000-4000.

Rebecca (sub-contractor) \$2000.

Rebecca will get the quotes in written form and submit to the Board.

- **Schedule A update - Dave Davies**

Dave will contact an accounting firm for advice on how to proceed. The Board gave Dave the ok to proceed with the Schedule A

- **Planning for MMA Conference – January 25-26, 2013**
 The Board decided on the burgundy carpet for the booth.
Motion by Chip for expenditure of funds not to exceed \$325. for the carpet rental and electrical services for the MMA Trade Show. Seconded by Rebecca. Motion carried unanimously.
 Discussion ensued with regard to the give-a-way items for the MMA Trade Show. It was decided to order 500 pens, 500 post-it-note pads and 300 jar openers.
Motion by Rebecca, seconded by Chip for expenditure of funds not to exceed \$710. for the give-a-way items for the MMA Trade Show.
- **FRCOG Invoice**
 Tammy will call Pat Auchard at FRCOG to see if the invoice could be pro-rated to the end of January 2013 as we hope to have some independent clerical services by that time. Discussion on setting up a new bank account to transfer funds from FRCOG to CSC. Theo will contact Citizens Bank for requirements needed to set up such an account.
Motion by Rebecca, seconded by Chip to transfer \$100.00 from Petty Cash to set up new Citizens Bank account. Voted unanimously.
- **Casner & Edwards status**
 Dick Allen of Casner & Edwards posed a few questions from the Board to finish the IRS Tax Exempt application. It was noted that the twenty-five year interlocal agreement is still in effect and that we are not going to give up our municipal status.
- **Annual Meeting Date**
 The Board agreed to set the second Thursday in October as the Annual Meeting date. Tammy will contact the Public House in Sturbridge for room rental confirmation and fees.

The meeting was adjourned at 11:10 am