



*Community Software Consortium  
Board of Directors*

*Minutes*

**April 3, 2013**

**Meeting Specifics:**

**10:00 am**

**Boston ~ DLS Conference Room ~ 6<sup>th</sup> Floor**

**And via teleconference 218-548-4044, 786419\***

**Present: Tammy Blackwell, Kathryn Peirce, Rebecca Krause-Hardie,  
Chip Davis**

**Theo Gabriel was absent**

**Linda Bradley, Kirsten Shirer Taylor, Dave Davies**

**Meeting convened: at 10:16 AM**

Rebecca Krause-Hardie made the announcement that she will be resigning from Board effectively today so that she may have the opportunity to apply for executive director position without conflict. She contacted the ethics commission and has been told that she would need to be off of the Board for at least 30 days to apply without conflict. Effective today- She will update us today as project manager and any on going projects and then abstain from any discussion with regard to the position. Rebecca stayed for the pertinent items listed below and then signed off with an offer to be of assistance to any open issues. The Board thanked her for her service.

- Stonewall Solutions – quotes for enhancements- Rebecca: scope and pricing- new quote tomorrow- not significantly changed from what we have: \$76,750 for the collection tier. (Current balance \$150,000 +/-) Ballot vote? Enhancements are typically voted by tier meeting- Rebecca will help pull it together. Tammy would like to get something out within the next week.
- CSC email account- Rebecca reported that Stonewall will be looking into setting up email accounts.
- Tech Support: To have a list of consultants available for services, like Finnegan, Flynn. To create conversion 'script' we would need a quote from Stonewall to convert data. File export from vendors, like the one from B&T. Rebecca signed off at 10:40 am

- CSC Website – What do we need. First priority for Executive Director. Approval of recommended course. Put it on hold until we have an executive director.
- Minutes acceptance: next meeting
- Planning MTCA & MAAO Conferences: Rebecca will attend and represent as a town member for MTCA. Becky will contact beta communities to see if they will participate. Tammy will contact Bob Ellia with regard to the MAAO conference. Chip and Tammy indicated that they would be present. Theo and Lydia usually attend as well. Supplies are bountiful. **Motion made by Kathy and seconded by Chip to transfer from general fund to petty cash an amount not to exceed \$300 for MAAO Summer Conference Vendor registration. Voted unanimously.**
- Board of Directors Election – call for nominations Voting packet: Time frame- two weeks for nomination; each nominee is called and asked if they will accept; (a couple of days); election process 2 weeks; tally and announce: work backwards- Theo, Chip, Tax Collector vacancy – Initial contact is Kathy's email, excepting those with a request; response either by email, postal service: Linda will send out to the Board format, and distribution list to Kathy.  
Mailchimp- to mail dues; fax or mail
- Devens – Tammy will check to see if CSC dues payments have been received.
- Procurement – Chip spoke with his accountant/procurement agent and it was suggested that we might look for a contract services individual. It might be beneficial to compensate someone with a track record. W2 vs. Independent contractor depends on the amount of direction you give them. An RFP might be the way to go out for the search. What is an employee and what is a consultant- chip will send IRS requirements to board members for review.
- Funds and Ledger Documentation/Reimbursements- Hold on this until Theo can join us.
- Job Descriptions – Kathy presented the MAAO Exec Director Job description; along with the assistant's description. Chip will review the descriptions and modify it to focus on CSC needs and put it together for us all to review.
- Remote IT director- email opening information to state ITD- Dave will send out an "outreach" to CEO and Town Admins etc.
- CSC Condo Committee update- Linda Bradley reported that the committee met and they have a draft proposal for changes. Screen shots in draft proposal. Condo committee meeting today and will bring it to membership for comment and review for one week. New design will be sent out for pricing- assessing tier will have to vote for the redesign.
- Any Other Matter- no other matters
- Next meeting: April 23, 2013 at 10:00 AM
- Adjournment: **Meeting adjourn: 11:33**  
Respectfully submitted: Kathryn Peirce