



Community Software Consortium Board of Directors

Agenda

July 24, 2013

Meeting Specifics:

9:30 am

Boston ~ DLS Conference Room ~ 6th Floor

And via teleconference 218-548-4044, 786419#

Present: Tammy Blackwell, President,

Theo Gabriel, Treasurer, Chip Davis, Linda Bradley, DLS

Kathy Peirce, Secretary came late at 9:54 am

Rebecca Herzog was unavailable

The meeting came to order at 9:40 am

The minutes of June 4 and 20th were approved.

- CSC Cloud Update –Rebecca Krause-Hardie, Project Manager– Software, Tech Support The Town of Royalston is up and running on the ‘cloud’. Kirsten Shirer will be meeting with some CSC communities within a month to go over their setup on the ‘cloud’. The collection enhancements should be complete in 8-10 weeks. Rebecca stated that the public access system will not link to the ‘cloud’ and Kirsten Shirer will be addressing this. Rebecca reviewed the new hosting agreement with Stonewall and noted that it does include the new expanded services for ‘cloud hosting’. Rebecca Krause-Hardie left the meeting at 9:50 am.
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- Annual Website Hosting Agreement with Stonewall- **motion to pay the stonewall invoice: \$8851.50 out of general fund: kathy moved chip second unanimous**
- Fog Creek Co-Pilot for FY 2014 - Continuation of usage; fund transfer to petty cash reflecting annual expenditure amount for service. **To be paid out of general fund? Chip moved theo second unanimous**
- Financial Services - Hanover accounting system; setup for CSC - Dave should have it-
- Motion to close the Bank of America account and transfer remaining balance to Citizens account: **motion Kathy, Chip second unanimous**
- Executive Director Job Descriptions – Chip Two applications received another – Board will review the description to come up with questions. The Board asked

Linda to be involved. Who on the committee to interview: membership, board, Linda. Location: central- Kathy will check with Southboro for a place- Other issues: Contract, Term and salary, place where office will be, insurance, bonding insurance- Linda will send copies of FRCOG contract out to Board, the Board will discuss checks and balances of taking care of finances- Linda will write up the billing process as she did it in the past. The Board discussed annual auditing. Kathy will report back from Bob Ellia shortly, set up a file cabinet in the cloud- The Board will meet **Aug 5th at 9:30 AM to discuss employment issues**- Talk to Dave or Kirsten about setting up cloud storage-

- FY2014 Annual Dues Assessment Kathy will work with mailchimp over the weekend and get back to the board at next meeting
- US Post Office Box rental fee – voted by email and paid. Kathy has record.
- Citizens Bank – amount to be put in Money Market- We would want to know about penalties and limited check –hold off until tax status is determined.
- Outreach Fund – July 1 zero balance **motion to transfer from general fund**
- **Minutes acceptance- June 4th and June 20th Motion made by Chip second by Theo unanimously carried**
- **Election of Board officers- will put off until Becky is available.**
- Any Other Matter
- Adjournment 11:28am

Respectfully submitted:
Kathryn Peirce Secretary