



Community Software Consortium Board of Directors

Minutes May 8, 2013

Meeting Specifics:

9:30 am

Boston ~ DLS Conference Room ~ 6th Floor

And via teleconference 218-548-4044, 786419#

Present: Tammy Blackwell, Theo Gabriel, Kathryn Peirce, Chip Davis

Also present: Linda Bradley, Kirsten Shirer, Rebecca Krause-Hardy, as Project Manager

The meeting convened at 9:33AM.

- CSC Cloud Update – Software, Tech Support – Rebecca Krause-Hardy, Project Manager – Becky commented that we are getting very close to launching the data-starting with Royalston on new server by May 31st- there are 9 communities that want to do the beta testing- there will be a press release regarding the launch, schedule A, Hanover system will be available, virtual IT director- White paper, press release, schedule, Govt tech magazine- csc-cloud.us: a website focused on all the new products. At this point there are a few testing issues they've discovered. Connectivity between two systems on collecting. Agreement with stonewall not as robust as we need it to be; issues have been resolved last night.
- Kirsten said they would like to get the beta test communities together to go over expectations within the next few weeks.
- Stonewall Backup – additional cost per quarter – Rebecca, Project Manager A redundancy to protect memory, restore time, etc... a paper will be prepared with expectations and timelines – automatic offsite backup- additional costs : one year beta testing vs. the 3 year online cost-
- Collectors Enhancements- Rebecca, Project Manager & Kirsten Shirer.
Package 1 is a high priority, - total cost \$82,875. The Fy12 year end closed with \$140,746.47 collectors tier. The Collectors tier will need to vote on these updates by ballot.

- Rebecca suggested paying for hosting of the CSC services: There will be a higher hosting cost of the \$22,800. (Quoted for three years only) for the beta communities. We need to get the quote for 1 year and then depending on subscription, adjust going forward for additional communities. The new hosting quote could be an additional \$15000-20000 – We should consider putting some of the charges back to the specific tiers that benefitted- apportioning to the tiers- Tammy said we would take it under consideration.
- Summer Conferences display – Rebecca, Project Manager had mentioned that she attended the Mass Expo Conference in Worcester which she didn't think was for us as it was all state contractors. Rebecca suggested going with a new display that one of the vendors could produce for us with a quick turn around- Advertiser cooperatives- \$130 includes graphic and stands- \$199 hardware to produce the banners - she thought we could gear the banners to the conference/crowd. The banners are vinyl and decent quality- Tammy suggested we look into this over the next few days- Becky said she would be happy to research this and get back to this. An adjustable monitor might be the way to go.
- At 10:04 Kirsten and Rebecca leave the meeting
- Mass Treasurer Collector Conference registration fee – **Motion by Kathy Peirce to send Rebecca Krause-Hardie to MCTA conference out of petty cash for \$627. Second Chip Davis Rebecca will be attending from Royalston to represent the CSC The motion carried**
- Board of Directors Election update – 21 communities have submitted. Kathy Peirce will send another reminder with the CSC website url. Linda will send me the updated list of members in good standing.
- Casner & Edwards Invoice April 5th 2012 exploratory meeting – Linda presented our data to Casner and Edwards. They gave us an introduction package. Discussed at one of our meetings that they were the only viable company. Nothing in writing, a conversation \$3,000 to \$5,000 May 10th, 2012 cost to file- **Motion by Kathryn that contingent on information regarding the cost of 501C(3) we will either pay the bill or go back to Mr. Allen and request a payment of \$7500. Second- Chip seconded, all voted unanimously**
- Executive Director Job Descriptions – The Board reviewed Chip Davis's presentation of a Job Description. Tammy will run it by Dave and we will firm it up.
- FRCOG Draft Financial Services Contract – Tammy explained that this is a draft contract that we could use as an outline when looking into clerical services. Currently the CSC is riding under the FRCOG tax exempt number which is posing a problem with their auditors. Discussion ensued with regard that the CSC utilize the

new Hanover accounting package that is currently under development. Linda will send an email providing a financial services outline for us to review.

- CSC Condo Committee : redesign –Linda reported that Jen O’Neil said response was positive. The draft now becomes a proposal and Thompson Reuters will determine a cost and get back to us. Then the condo committee will reconvene and discuss cost etc. They will put together an information sheet for the members to vote.
- CSC membership policy – dues, cost tables, support- The consortium needs to determine which communities are entitled to receive updated cost tables, rather than DLS making the call. At the time of dues collection attach a letter indicating that if a member community chooses to come out of the CSC.
- Minutes acceptance- **Chip made the motion to accept the minutes of October, November, and December 2012 and January , February, and April of 2013. The motion was seconded by Theo. The motion was carried unanimously.**
- Any Other Matter – none.
- Adjournment- 11:30 AM