

Broadband Steering Group

Minutes of the Meeting held on the 4th September 2014 @ 7:45 p.m. Fernaig House

1 Present and Apologies

Present: Phil Game, Joe Grimson, Geoff Harrington, Mary MacBeth, Neil MacRae

Apologies: Hamish Howat Hurst

2 Approve and adopt previous minutes

Proposed by Joe, seconded by Geoff

Copies of previous minutes are on our website at:-

<http://www.stromeferry-and-achmore.co.uk/index.asp?pageid=433827>

Email Broadband@fernaig.fsnet.co.uk if you would like to be put on the circulation list or you have any questions.

3 Chairman's report

3.1 CBS

Phil emailed Sandra who is on leave until Friday 5th September; we will attempt to contact her on her return.

Action: Phil

3.2 Subscribers

Subscribers with completed installations	- 9
Subscribers remaining to install	- 38
Total	- 47

3.3 BBC Alba

No change this month.

3.4 Terms of Reference

Deferred

4 Secretary's report

4.1 Insurance

Completed

4.2 HC Grant

The application form has been submitted to the HC and receipt confirmed by Robbie Bain. Mary spoke to Audrey and as a result has submitted an addendum giving more details of the CBS grant.

Mary will look for alternate funding to assist with the first year's running costs.

Action: Mary

4.3 Risk register

No change this month.

Action: Mary

4.4 Terms of Reference

Deferred

5 Finance Director's Report

As Hamish wasn't able to attend the following figures were taken from the last finance spreadsheets produced by Hamish and amended by Phil.

Opening balance	£-1,160.34
Income and loans this period	£ 800.00
Liabilities	£ 800.00
Expenditure / accruals this period	£ -34.96
Closing balance	£-1,125.38

Last month's figures effectively counted the interest on the CC loan twice as it was shown as an accrual and as a payment.

This month's accruals figures have been adjusted to correct this.

This month's income is a loan for £800 from the CC to cover the cost of the insurance. We have paid the CC annual interest on the loan given to us last year. This was for the equipment required for the demonstration in the hall.

CMNet will obtain loans from the directors to cover any cash flow shortfall for the volume trial.

6 Internal auditor's report

Geoff has now got a copy of the loans. Phil will look for an alternative to MS Excel for Geoff.

Action: Phil, Geoff

7 Customer Relations

7.1 Customer Contracts

The solicitor has confirmed that they are happy with the documents we submitted for proof of identity. We have started work finalising the customer contract with them.

7.2 Installation of domestic equipment

Joe and Phil completed 9 installations; one remains outstanding for the volume trial. Phil will create a mailing list to generate invoices for the installations; where applicable the fee will be £20 per household. Joe will collect and bank the cheques.

Action: Phil, Joe

It was agreed we would start the installation of the next group of subscribers as soon as we know the lead time for the installation of the first ADSL line. Within the first few days of the start of the volume trial we will confirm the exchange can provide sufficient bandwidth and we will then order more capacity (see 8.5.2). We will select the next subscribers' installations based on their previously requested connection dates and the ease of connection. Phil circulated a list of subscribers sequenced by their requested join date.

We will resurvey the line of sight from the partially obscured houses in the square.

Action: Neil

As soon as we are ready to start the next group of installations Joe will contact individuals to confirm start dates.

Action: Phil, Joe

7.3 Volume trial

The configuration of the Nanobridges has been completed and they have been installed on Creag Mhaol.

Eric Morrison has very kindly agreed to let us use his power supply until we can switch to our own dedicated supply. Phil has explained to Eric that once the Hydro supply is completed there will be a further delay whilst we wait for the meter to be installed. When this is finished we will need a full dry day to move the cable to the other side of Jim Coomber's garden and connect our supply for the hill. We are very grateful to Eric and Elizabeth for allowing us to use their power.

Joe and Phil installed the equipment at Plockton High School.

The installation of kit at directors' houses is complete apart from Phil's; he has a temporary solution in place. The temporary mains power supply to the relays on Creag Mhaol has been reinstated. We have installed the Ubiquiti kit on the hill masts and tested links to the directors who are participating in the volume trial.

The outstanding items required to enable us to start the volume trial are:-

One subscriber's installation - **Action: Phil & Joe**

The completion of a user manual for all subscribers - **Action: All**

A revised volume trial test plan - **Action: All**

7.4 Terms of Reference

Deferred

8 General topics

8.1 Documentation

The solicitors have confirmed they have all the documents they need.

8.1.1 Customer contract

We have received an updated version of the customer contract from the solicitors; Phil has queried a couple of points, we will chase for a response.

Action: Phil

8.1.2 Mast lease

This will be progressed after the customer contract has been agreed with the solicitors.

Action: Phil

8.1.3 Hosting Agreement

This will be progressed after the customer contract has been agreed with the solicitors.

Action: Mary

8.2 Relays

8.2.1 Creag Mhaol

All the outstanding issues have been resolved and all the equipment is in place and working ready for the volume trial.

Completed

8.2.2 Plockton

We installed and tested our equipment during the school's summer break and a further test was run to confirm that we are not causing any problems to the school's broadband. All the equipment is functioning correctly. We have had our own dedicated power supply installed and have ordered the first ADSL line which is expected to be delivered by the end of September. At some point we will return to the school and tidy up our installation.

8.2.3 Lochcarron

No progress this month.

Action: Neil & Phil

8.3 Testing

8.3.1 Outstanding issues

All outstanding issues for the bridged point to point Nanostations / NanoBeams and MikroTik routers are resolved and a "standard" configuration finalised.

Completed

All the incorrect power cables have now been replaced by LinITX.

Completed

8.3.2 Management & accounting capabilities

Testing has been completed for the moment but more will be required during the volume trial. We have a basic manual accounting system in place which good enough for a limited period. We will look at automating the process in due course.

Action: Phil

8.3.3 Test to Joe's at Braeintr

Completed

8.3.4 Test to the Glen

We will talk to the landowners about installing a relay in the Glen.

Action: Joe

8.3.5 Check all parameters

All the outstanding issues have been resolved.

Completed

8.3.6 More testing with routers

All the outstanding issues have been resolved.

Completed

8.4 Restoring power to the old TV repeater

8.4.1 Hydro power supply

We paid the installation charge, set up the base station scaffold, got BT to locate their cable and dug the hole avoiding the BT line. With help from Jim Coomber we finally found the mains power cable which was hiding well away from where the Hydro said it was supposed to be! The power supply was installed on the 1st September and we have now been given the MPAN number by SSE which allows us to organise the installation of a meter. This must be done before we can use the new supply. Mary has found the cheapest tariff for our low usage so we will apply for a meter from the relevant supplier.

Action: Mary

We have yet to bury the new Hydro power supply cable, Phil to look for warning tape. Our existing cable should be long enough to allow us to reroute it around the other side of Jim Coomber's garden. However we will have to buy 50 metres of ducting to protect the cable as it will not now be possible to bury it as the ground consists mostly of rock.

Action: Phil

8.4.2 Removal of old cable

This cannot be done until we have a replacement mains supply.

Action: Phil

8.4.3 Protection of cable on the hill

Joe suggested we look at a solar powered electric fence for the relays, Geoff said he had some electric fence wire that could be used. Phil will check that this will be OK with Fay. We will test that this does not cause any interference with the electronic equipment.

Action: Phil

8.4.4 Backup Generator

No progress this month.

8.5 ISPs

8.5.1 Community backhaul, West Coast Backbone (WCB)

No news this month.

8.5.2 ADSL Broadband installation at Plockton High School

The first ADSL line has been ordered and should be installed by the end of September.

We went through the likely timescales for ADSL line delivery, completion of the volume trial, ordering the second line and installation of more domestic equipment. It was agreed we would continue with subscriber installations and order the next line as soon as we had enough feedback from the trials to be sure Plockton Exchange would provide sufficient capacity.

Action: Phil

We discussed ordering additional capacity and Phil presented the monthly rental costs for various options bonded and not bonded. There is a significant price penalty per subscriber for two bonded lines when compared to three bonded lines.

Phil will circulate the details so we can look at this again later once we have some feedback from the volume trial.

Action: Phil

8.6 Implementation

8.6.1 Phase 1

8.6.1.1 Equipment

We are still purchasing some small items to prepare for the volume trial / Hydro installation; we need stationery.

Action: Phil

8.7 Company Logo

No progress this month.

Action: All

9 Director's training session

9.1 I.P. address network map

Joe (chief network engineer) and Phil have been using the plan to install subscribers' equipment.

9.2 Configuring Ubiquiti Equipment

Joe (chief equipment installer) and Phil have been using the Ubiquiti software to configure and test subscribers' equipment as it's being installed.

10 Vodaphone

This was passed to the CC but no one on the CC wanted to follow this up.

Abandoned

11 AGM

The AGM took place prior to this month's meeting, minutes have been circulated.

12 AOB

None

13 Items to add to the agenda of the next meeting

None

14 Next meeting

Date of next meeting Thursday, 2nd October 7:00pm at Fernaig House.

The meeting closed at 9:45pm.