

Kent MAN Limited

Minutes of the 16th Board Meeting held at 11.00am on Thursday 30th March 2006 In The Small Dining Room, Pembroke Building, at the Medway Campus of the University of Greenwich

Present: John Shemilt (JS), Paul Kentish (PK), Peter Rands (PRa), John Sotillo (JSo), David Hayling (DH), Martin Tallontire (MT), Jan Hope (JH)

1. Membership of the Company and Board of Directors

- 1.1. MT has received a letter of resignation from KIAD which was accepted by the members.
- 1.2. MT had received a request from UCCA to become a member of Kent MAN following their resignation as KIAD. There were no objections and MT will inform UCCA that their application has been successful. **[Action: MT]**
- 1.3. MT has received the resignation of Richard Mingo as a Director of the Board and an application for Mike Hibbert to take his place as the Director for UCCA. There were no objections and MT will process the necessary paperwork. **[Action: MT]**
- 1.4. Gerd Knight was the alternate Director for KIAD, it was agreed that he should continue as an alternate member of the Board for UCCA. MT to amend the records. It was noted that Dr. Keith Gwilym was still listed as an alternate Director CCCU and that the records should be amended. **[Action: MT]**
- 1.5. John Shemilt was elected as the Chairman of the Board of Directors for the forthcoming year. The proposal was made by MT and seconded by JSo. The vote was unanimous. JSo informed the meeting that Professor P Davies, the Board representative for UoK would be retiring in August 2006 and that a replacement Director had not yet been found to represent UoK on the Board.

2. Apologies

- 2.1. Apologies were received from Dr. Keith Gwilym, Professor Phil Davies, Mike Hibbert and Adrian Bradish.
- 2.2. No apology was received from Hayley Mills the KAFEC Representative. It was noted that HM had not attended the previous meeting. As the Board considered it important for a representative of the FE Colleges to attend as an observer, JH was asked to contact HM to suggest an alternative observer to attend future meetings if she was not able to do so. **[Action: JH]**

3. Minutes of the 15th meeting held on the 12th January 2006.

- 3.1. Professor P Davies had requested that an amendment be made to the minute 4.3. The minutes should be amended to read: "PD had spoken to KM" and not "PD had spoken to RM". JH agreed to amend the minutes. PRa also requested that Keith Gwilym's correct title is that of Doctor and not Professor. JH agreed to review the minutes and amend them to show Dr Gwilym's correct title. Pending the corrections the minutes were accepted as a true record. **[Action: JH]**

4. Matters arising from the 15th meeting held on the 12th January 2006

- 4.1. (Minute item 1.2) MT to file the necessary paperwork with Companies House in relation to the newly appointed Director for UCCA. MH will advise MT of the name of the proposed Director and the Alternate Director.

Matter in Progress

[Action: MT]

- 4.2. (Minute item 1.3) MT to process the necessary paperwork relating to the resignation of KIAD and the appointment of UCCA to the Kent MAN Board

Matter in Progress

[Action: MT]

- 4.3. (Minute item 1.4) DH and JH to present Professor C Bounds with a bottle of fine wine as a token of appreciation for the work that he had done during his membership of the Kent MAN Board.

It was agreed that JH would arrange for two bottles of CB's favourite wine to be sent to him through the post as he was unable to attend the next Board meeting.

[Action: JH]

- 4.4. (Minute item 4.2) DH is to provide a draft briefing paper for circulation to Vice Chancellors. JH will then co-ordinate feedback to produce a final version of the paper.

DH is waiting for a relevant pricing structure from BT. Once this information is received DH will complete the paper and circulate to the Board.

[Action: DH]

Following discussions about the proposed paper it was decided that even though the Vice Chancellors may not have occasion to speak to representatives of UKERNA, a paper should still be prepared for use if required.

- 4.5. (Minute item 4.3) DH/JH to provide PD with information concerning under-funding of the Kentish MAN enabling PD to write to the Chairman of JISC in this regard.

DH to progress as in point 4.4.

[Action: DH]

- 4.6. (Minute item 4.6) MT to note early termination penalty for BT circuits in the 2005/06 accounts.

Ongoing

[Action: MT]

- 4.7. (Minute item 4.7) DH/JH to contact Landlords and owners of sites, where Kent MAN equipment is present, to confirm whether Kent MAN equipment is covered under their own 3rd party liability insurance and to inform them of the revaluation of equipment for insurance purposes.

Following discussions it was agreed the JH would contact the site owners once all Wavestream installations had been carried out and radio equipment removed.

[Action: JH]

- 4.8. (Minute item 4.11) DH to discuss and arrange payment to KCC for KCN2 backhaul service with Peter Banbury.

DH had consulted with PB and charges for the use of KCN2 for backhaul transit had been agreed.

- 4.9. (Minute item 4.12) JH to present a report to the Executive Committee relating to the review of the Freedom of Information Publication Scheme.

JH had presented her report to the Executive Committee and it had been posted on the members' area of the website. It was recommended that an archive area be set up on the

website. Information would be kept in the current area for two years and then archived. Financial information would be removed after 7 years (current year plus 6 as per Inland Revenue guidelines). JH and PK would action as required. [Action: JH/PK]

- 4.10. (Minute item 4.16) PK to discuss changes to payment terms and possible liability increase in the scoping document from Vertex Law, which relates to the Telabria Data Transit Contract and report back to the Board.**
It was agreed that a liability value of £1,000,000 would be acceptable and PK would speak to Vertex Law to confirm the value accepted. PK to continue discussions with Vertex Law concerning the payment terms. [Action: PK]
- 4.11. (Minute item 4.17) PD/JH to progress the transfer documentation for the transfer of the Kent MAN tag. Thus allowing PK to transfer the web hosting to Webfusion.**
JH reported that the transfer of the tag had been actioned by UoK and Kent MAN, however when Nominet had reviewed the application, Kent MAN did not adhere to the required criteria. Kent MAN will need to apply for an AS number at an initial cost of £2,000 plus £2,000 annual fee. It was agreed that JH and DH would apply for the AS number. Nominet have agreed to hold the application until the AS number notification is received. The domain name will remain with UoK until the transfer has been completed. [Action: DH/JH]
- 4.12. (Minute item 4.18) JH to report to Board before the next board meeting on the progress made with the KNTI invoice credit control situation relating to FE Colleges.**
JH reported that all of the colleges had paid the fees with the exception of Mid-Kent College. JH had escalated the collection of the payment from Mid-Kent College to PK, who had written to the Principal. JH had received a call from the Head of IT at Mid-Kent College to say that payment would now be forthcoming. Invoices for the final year of the project would be raised at the beginning of April. JH, DH and MT would agree the value of the invoices to be raised. The invoices will be accompanied by a letter detailing the end of the KNTI project and the ongoing network services that Kent MAN can offer to the colleges in the future.
JH requested that the narrative on the invoices was made clearer as the ambiguity on the invoices had led to misunderstanding and subsequent credit control problems. The charges were linked to staff costs for Laura McDonnell who had become a valuable member of the NOC team enabling Kent MAN to be a forward-looking and innovative company. DH was asked to prepare a document for presentation to the Board to substantiate the continued funding of the KNTI funded network support post which is due to cease in September 2007. [Action: JH/DH/MT]
- 4.13. (Minute item 6.1) MT to circulate the updated estimated costs for running the core network in 2006-2007 to all members of the Board. PK to provide PD and MH with details of the agreed formula used in the calculation of member's contributions**
See item 6. PK has posted the details of the formula in the members' area of the website.
- 4.14. (Minute item 6.2) MT to provide PK with proposed member's contributions for 2006-2007 and PK will update the member's spreadsheet.**
MT has supplied the details to PK and PK has updated the members' spreadsheet.
- 4.15. (Minute item 8.2.2) DH and MT to produce a document detailing the cost implications for Kent MAN and UCCA concerning the decision by UCCA on where their nominated connection should be in future.**

DH and MT have produced the document and it has been circulated to the members. PK had spoken with Mike Hibbert of UCCA and was informed that UCCA had gone out to tender for the supply of a dedicated WAN, using the OGC process: Kent MAN would be informed of the outcome at the next Executive meeting. PK had received and circulated a letter from UCCA informing Kent MAN that UCCA had chosen their nominated connection as LeNSE in favour of Kent MAN. PK will keep the members informed of any correspondence received from UCCA. **[Action: PK]**

- 4.16. (Minute item 8.4) DH and PK to review the draft agreement, for Data Transit with Telabria, provided by Vertex Law and inform Vertex Law of any changes required.** DH, PK and JH had reviewed the agreement and PK had informed Vertex Law of the changes required. It was agreed that a severance clause be inserted in the agreement. PK to progress. **[Action: PK]**
- 4.17. (Minute item 10.1) JH to continue the compilation of information for the Kent MAN DR plan and request the member institutions to return the information requested.** See item 9
- 4.18. (Minute item 12.1) JH to review the financial ramifications to Kent MAN in the event of a member institution resigning from Kent MAN. PK will post a copy of the Risk Register onto the member's area of the website.** See item 11

5. Finance

- 5.1.** MT reported that Kent MAN currently had a very healthy financial surplus which would be reduced once payment for the Wavestream installations had been made. He took the meeting through the financial papers posted on the website. (budgets and cash flow)
- 5.2.** The £55,000 business development grant from UKERNA had been included in the BAP payment and therefore alterations to the budgets would have to be made. MT would need to raise further invoices to the member to cover future expenditure in the light of this matter. **[Action: MT]**
- 5.3.** MT informed the meeting that Price Waterhouse Cooper had alerted him to the possibility of a tax liability in the forthcoming year. It was agreed that MT would ascertain whether this could be dealt with by him utilising CCCU expertise, or undergoing training, or whether outside consultants would have to be brought in to advise. **[Action: MT]**
- 5.4.** A unanimous vote was made to confirm that the business was a going concern and that the accounts were a fair representation of the financial status of the company.
- 5.5.** When notification had been received from UCCA concerning whether or not they wished to retain their membership with the Kentish MAN, DH was asked to review the financial implications and inform UCCA of the costs involved in using the Kent MAN on a commercial basis. Following UCCA's decision the current business plan will be reviewed. **[Action: DH]**

6. Budgets 2005-2006

Budget figures had been previously covered in item 5.1

7. Report from the Network Operations Manager.

- 7.1. The NOC report was tabled and accepted.
- 7.2. DH reported that QoS was now in place and working well with packets being remarked to best efforts.
- 7.3. Problems that were being encountered at UoG concerning air conditioning and generator backup were under investigation by Adrian Bradish, who would be reporting to the Board in due course.
- 7.4. The Board agreed to the purchase of Crannog software, as proposed by DH.

8. Executive Committee

- 8.1. The confirmed minutes of the 19th meeting of the Executive Committee and the unconfirmed minutes of the 20th meeting of the Executive Committee were received and accepted.
 - 8.1.1. PK reported that DH and PK had met with a potential commercial contract. However, the company had not made any further contact after the meeting.
 - 8.1.2. It was reported that KCC had increased their bandwidth to the 20Mbps band level. It was envisaged that a further increase in bandwidth would be likely later in the year: The first review to be in 6 months time.
 - 8.1.3. PK and DH had met with KCN representatives to discuss the paper produced for the KCN2 future development plan. JH, DH and PK had all reviewed the document and returned their comments to P Banbury. Further information concerning this matter will be reported to the Executive Committee when appropriate.
 - 8.1.4. Preparations for the forthcoming Kent MAN Networking Seminar were reported to be progressing well. JH is arranging the seminar and the invitations will be sent out within the next week.
- 8.2. **To review the schedule of spend for SJ5 Upgrade plan produced by DH.**
 - 8.2.1. DH reported that further rack space would be needed to accommodate the new SJ5 equipment in the Nelson building at the UoG and that plans to move the bar router were being made for Easter Saturday. NOC staff had agreed to carry out the move.
 - 8.2.2. No information had been received from Verizon concerning the “Great crested Newt” problems at UoK but it was understood that the matter would not delay the installation at UoK.
 - 8.2.3. DH reported that Kent MAN will have an early transition to SJ5 which will occur before clearing in Summer 2006.
- 8.3. **To review the progress with the Disaster Recovery Plan.**
See Item 10
- 8.4. **To review the proposed commercial contract with Telabria.**
Refers to Item 4.16

9. Disaster Recovery Plan

9.1. JH reported that, with the exception of Imperial College, Wye Campus, she had not received any confirmation from the members that they would be prepared to supply an alternative location; room, equipment and staff in the event of the Kent MAN DRP being implemented.

JS felt that confusion had arisen in this regard and that the information required was confirmation that Kent MAN could link into each institutions DRP. It was agreed that JH would progress this matter and each member would provide written confirmation of the assistance that they were prepared to offer Kent MAN upon implementation of the Kent MAN DRP, which should include confirmation of space, equipment and personnel available. It was noted that B Heaton at UoK would have access to the Kent MAN network and that the network could be run from UoK if required. [Action: JH/AB]

10. Business Plan

10.1. DH reported that the business plan was on target and that the only additional circuit that had been ordered ahead of time was a new LES circuit to Tonbridge.

10.2. It was also reported that CCCU had no funding available for the installation of dark fibre around Canterbury.

11. Risk Register

11.1. Following discussions concerning the insertion of a section to cover financial and legal risks into the current Risk Register. It was agreed that a separate section should be compiled which would cover:

- Financial risks relating to commercial contracts
- Financial risks associated with membership withdrawal during a contract period.
- Criteria for the review of financial risk.

11.2. MT agreed to compile the financial risk plan and JH offered to assist him. The financial risks would be evaluated after the new core was running successfully, old equipment removed and new equipment satisfactorily installed. [Action: MT/JH]

11.3. The Board will review the document prior to implementation.

12. Any Other Business

12.1. DH informed the meeting that Adrian Bradish had requested that the A end of the Wavestream from Maidstone to Chatham be moved to Avery Hill so that it became a Maidstone to Avery Hill link. DH informed the Board that this would increase the recurrent costs by £104,000 (for a five year contract) and incur an installation charge of £60,000. Current charge for the circuit is £78K per annum. JS requested that AB prepare a business case for review by the Board. JH to contact AB in this regard. [Action: JH]

13. The next meeting of the Kent Man Board was changed from the 22nd June at UoK to 20th July at Imperial College Wye campus.

The meeting closed at 12.55pm