SICSA DATACENTER & MHD MANAGEMENT STRATEGY TEAM MEETING

Logistics

Time:	11:00 am
Date:	Friday 2nd March 2012
Attendees:	Peter Frisch, Gregoire Fouchard, Gary Berridge, Alex Patton, Kathryne Linge, John Irish
Meeting purpose	Regular Meeting between MHD and Datacenter Management Team
Facilitator	Peter Frisch

Agenda

Item	Time	Agenda Item	Presenter
1	5 mins	Review /Approval of minutes	All
2	20 mins	Review of eLearning Meeting	All
3	5 mins	Status report on Datacenter completion	Gary
4	5 mins	Status report on Business Plan	Alex
5	5 mins	Status report on Marketing Plan	Kathryne
6	10 mins	Status report on MHD transition to Datacenter	John
7	5 mins	Datacenter staff orientation	John
8	5 mins	Status report on Smartmatic Partnership	Peter
9	5 mins	Other Matters	All

Open Actions

No	Action / Discussion	Who	When	Status or comment
1.	Datacenter Start-up costs	Alex	1/31/12	In progress
2.	Datacenter Staff Recruitment	Gary	2/7/12	In Progress
3.	Agreement on connectivity (i.e. Transport)	MHD		In Progress

Next Meeting (March 13th 2012) Details
(Agenda to include)

i. Report on Datacenter Completion – Gary
ii. Report on Datacenter staff recruitment – Gary
iii. Update on Datacenter Marketing Plan – Kathryne
iv. Update on Business Plan – Alex
v. Smartmatic Partnership - Peter

SICSA INTERNAL DOCUMENT

MEETING MINUTES

DATACENTER STRATEGY PLANNING

Opening:

The regular meeting of SICSA Datacenter and MHD management teams was held as scheduled on Tuesday 14th February 10:00 am

Present were:

Peter Frisch
Gregoire Fouchard
Gary Berridge
Alex Paton
Kathryne Linge
John Irish

1. Agenda

I. Review /Approval of minutes
II. Status report on Datacenter completion
III. Status report on Business Plan
IV. Status report on Marketing Plan
V. Status report on collaboration with eLearning
VI. Status report on MHD transition to Datacenter
VII. Datacenter Staff Orientation
VIII. Status report on Smartmatic Partnership

2. Summary of discussions of Agenda Items

I. ITEM 1 – Review / Approval of Minutes
   a) The minutes were approved without amendments

II. ITEM 2 – Status report on datacenter completion
   a) Gary reported that the work at the Datacenter was progressing. UDT was scheduled to arrive the following week (Week of February 20th) to complete the installation and configuration of the Unified Communication System. APC and [1]360 are scheduled to complete their work by the end of the first week in March.

III. ITEM 3 – Status report on Business Plan
   a) [2]Alex presented what had been completed to date with respect to the Business Plan. He pointed out, given the topics to be addressed in the plan, that we needed input from other areas within MHD to complete the document.
   b) John referred to the [3]List of Topics for the Business Plan and requested that the meeting review the list item by item to determine who should provide the source information for each topic.

[1] 360 Subsequently indicated that they would be delayed until mid-March awaiting arrival of some parts
[2] Included in list of documents for meeting
[3] Included in list of documents for meeting

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c) After reviewing the document it was decided that:
    1) The consultant for eLearning should take the lead on the following topics
        i. Vision / Objectives
        ii. Mission
        iii. Keys to Success
        iv. Market Analysis
        v. Market Segmentation
        vi. Market Strategy
        vii. Sales Strategy
        viii. Sales Forecast
        ix. Business Analysis
        x. Competition
        xi. Funding
    2) Kathryne will develop the Marketing Plan only after the foregoing topics have been fully addressed
    3) The Datacenter Management Team will liaise with Hugue to get the information with respect to the startup costs
    4) The Datacenter Management Team and staff of the eLearning project will collaborate on the following topics
        i. Cash Flow
        ii. Financial Plan
        iii. Long Term Plan

IV. ITEM 4 – Status report on Marketing Plan
    a) Kathryne reiterated the point that Peter emphasized earlier that her task was directly dependent on the eLearning group completing their work. As a result, she has to wait for eLearning to provide critical input for the (marketing) plan.

V. ITEM 5 – Status report on collaboration with eLearning
    a) Alex reported that he received a response back from eLearning to his request for a meeting. [4]A meeting between SDMT and eLearning was scheduled for Friday 24th February at 8:30 am.

VI. ITEM 6 – Status report on MHD transition to Datacenter
    a) John reported that there was an initial meeting with the Nova Group with respect to the migration of the MHD network to the Datacenter. He pointed out that the results of that meeting were documented in the minutes of the meeting that were included in the list of documents distributed for meeting.
    b) John specifically referenced the [5]Migration document that outlined a plan to develop a migration process that ensures that MHD is specifically of the time and resource requirements and that they give their approval before implementation begins.
    c) Gregoire reiterated his concern that while it is okay to plan for such a migration, it remains a futile effort if we do not have connectivity to the Datacenter.
    d) Following up on the issue of connectivity, Peter inquired about whether the company ever got paid for the Proxim Radios that Voila bought. Gary responded that Voila had not paid and that they would return the equipment. Peter wanted to know when the equipment would be returned and insisted that they be returned immediately. He asked Gary to ensure that it gets done. Gary assured him that while he could promise to have it done the following day (Feb 15th), he would retrieve the Radios by that Friday (Feb 17th

[4] Meeting subsequently rescheduled for February 29th at 8:30 am at the Galerie Marassas
[5] Included in list of documents for meeting

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VII. ITEM 7 – Datacenter Staff Orientation

a) John presented a [6]'New Employee Orientation Checklist' for the consideration of the meeting. Peter, after having reviewed the document, indicated that most of the items listed were dealt with in the Employee Handbook and suggested that the information provided to the new employees of the Datacenter be consistent with what is in the Handbook.

b) There were a few points that Peter wanted to highlight from the checklist:

   a. The practice and policy of MHD is not give overtime pay. They have a variety of mechanisms in place to compensate extended work time. In the view of MHD providing payment for overtime is prone to abuse.
   b. Sick leave is limited to fifteen days per year. Sick time in excess of fifteen days will be unpaid but vacation time could be used for that purpose.
   c. Neither sick leave nor vacation time accumulates. They must be used within the calendar year they are earned or they will expire at the end of that year.
   d. Neither Sick Leave nor vacation time is transferable.
   e. Although it is French Law and (by succession) Haitian Law, it is neither the practice nor policy of MHD to give paternity leave.

c) Peter said that the Employee Handbook adequately addresses most of the other issues and that Madame Pierre-Pierre would be able to provide us with a copy.

d) Peter suggested that all the orientation documents be available in both French and English.

e) John indicated that he was not aware that an Employee Handbook existed and that he would contact Madame Pierre-Pierre.

VIII. ITEM 8 - Status report of Smartmatic Deal

a) Peter reported that nothing had changed since the last meeting. The item should remain on future agendas but as the final item.

IX. ITEM 9 – Other matters

a) Gregoire reported that he was still waiting for the Blueprint for the Datacenter

b) Alex reported that he has to get in contact with Hugue to get the additional financial data for the Business Plan

c) Gary reported that he has not been able to get any candidates for the Datacenter Network Engineer position to date. He recommends that an Ad be placed in the local newspaper. Peter agreed.

d) Gregoire raised the concern about hiring new staff without any prospect of income for the Datacenter at this time. He suggested that we should wait for a client before incurring any additional expense.

3. [7]Preliminary Agenda for Next Meeting

i. Status report on Datacenter completion – Gary
ii. Status report on Partnership with BRH – Peter
iii. Status report on MHD Migration Plan – John
iv. Status report on collaboration with eLearning – Alex
v. Status report on Marketing Plan – Kathryne
vi. Status report on new staff orientation plan – John
vii. Status report on Smartmatic Partnership - Peter

[6] Included in list of documents for meeting
[7] Final agenda to be submitted by Peter 24hrs before next meeting

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4. **Adjournment**:

Meeting was adjourned at 1:00 pm. The next meeting is scheduled for 02/29/12 at 10:30 am. Any additional specific agenda items will be communicated in a subsequent correspondence.

Minutes submitted by: John Irish

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