

BURLINGTON TELECOM ADVISORY BOARD (BTAB)

Burlington Telecom Conference Room

August 14, 2013

Minutes

BTAB Members:

Present: Joan Shannon (arrived at 5:34 p.m.), Pat Robins, Vince Brennan (via phone at 5:33 p.m.), Karen Paul (arrived at 6:27)

Absent: David Parker and David Provost.

Also in Attendance:

Burlington Telecom: Amber Thibeault

Burlington Telecom: Stacey Trudo

Dorman & Fawcett: Stephen Barraclough

Gary Evans

1. **Convene** meeting of BTAB at 6:29 p.m.
2. Approve minutes from May 24, 2013 meeting of the BTAB. **MOTION** by *Paul*, seconded by *Shannon*. *Unanimous*.
3. Discussion regarding financials: Barraclough indicated that Burlington Telecom had \$7 million revenue in the fiscal year. Improved gross margin. EBITA at \$1.5 million. Retained \$351,000. Budget for FY14: \$7.5 million sales target. *Robins*: wants to review FY14 in the next BTAB meeting.
4. Marketing update: execution of the marketing plan should not be public. Mark documents as confidential. **MOTION** by *Shannon* to go into executive session, seconded by *Paul*. *Unanimous* at 6:44 p.m.
5. **MOTION** to come out of executive session made by *Robins*, seconded by *Paul* at 7:21 p.m. *Unanimous*.
6. Barraclough talked briefly about Burlington Telecom's opportunity to sponsor the Tech Jam.

MOTION to adjourn meeting at 7:29 p.m. by *Robins*, seconded by *Shannon*. *Unanimous*.