**Section 9.2** Checks. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporationshall be signed by such officer or officers, agent or agents of the corporation and in such manner as **shall** from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments **shall** be signed by the Treasurer or Assistant Treasurer and countersigned by the President or a Vice President of the corporation.

**Section 9.3** <u>Deposits.</u> All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

**Section 9.4** Gifts. The Board of Directors may accept, on behalf of the corporation, any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the corporation.

### ARTICLE 10-BOOKS AND RECORDS

Article 10.1 The corporation shall keep correct and complete books and records of all accounts and shall keep minutes of the proceedings of its Members, Board of Directors, and committees having any of the authority of the Board of Directors, which book, records, and minutes shall be kept by the Secretary of the Board of Directors. Such records shall be kept at the registered office of the corporation, or other place designated by the Board of Directors, and shall contain a record of the names and addresses of all the Members entitled to vote. All books and records of the corporation may be inspected by any officer, Director, or Member, or their agent or attorney for any proper purpose at any reasonable time.

# **ARTICLE 11 - NONPROFIT STATUS**

**Section 11.1** Prohibition Against Sharing in Corporate Earnings. Except as provided in Article 13 below, no Member, Director, officer, or employee of, or member of a committee of, or person connected with the corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporation, provided, that **this** shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the corporation in effecting any of its purposes as **shall** be fixed by the Board of Directors; and no such person or persons shall he entitled to share in the distribution of any of the corporate assets upon the dissolution of the corporation. **All** Members of the corporation **shall** be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the corporation, whether voluntary or involuntary, the assets of the corporation then remaining, after all debts have been satisfied, shall be distributed, transferred, conveyed, delivered, and paid over, to the Members in proportion to the relative number of sites that each Member has subjected to the activities of the corporation in the corporation's most recent fiscal year.

### **ARTICLE 12 - AMENDMENTS**

**Section 12.1** Amendment. Approval of a majority those Members present in person or **by** proxy at a meeting in which a quorum of Members exists shall be necessary to alter, amend, or repeal these Bylaws and adopt new Bylaws unless such amendment shall be for the purpose of conforming the Bylaws with applicable law, in which case, such amendment may be approved by majority vote of the Board.

### **ARTICLE 13 - DISSOLUTION**

**Section 13.1** <u>Manner of Dissolution</u>. The corporation may be dissolved upon the adoption by the Board of Directors of a resolution recommending voluntary dissolution.

Upon adoption of such resolution, dissolution of the corporation shall proceed in accordance with the Maine Non-Profit Corporation Act.

**Section 13.2** <u>Disnosition of Assets</u>. Upon dissolution **or** winding up of the affairs of the corporation, whether voluntary or involuntary, the assets of **the** corporation **then** remaining , after all debts have been satisfied, **shall** be distributed, transferred, conveyed, delivered, and paid over, to the Members in proportion to the relative number of sites that each Member **has** subjected to the activities of the corporation in the corporation's most recent fiscal year.

# Appendix C. Letters of Commitment

# New England Telehealth Consortium

# Proposal Two

This proposal is furnished by New England Telehealth Consortium (NETC) acting through its consultant and managing agent ProInfoNet.

desires

to participate as a member in NETC. NETC (the successor of the ProInfoNet New England Health Care Network), is a non-profit corporation founded to apply for the FCC Universal Service Fund (USF) Rural Health Care Pilot Program, and to implement a regional dedicated broadband network with Internet2 connectivity.

# **Overview**

To meet the requirements of the FCC Rural Health Care Pilot Program that will fund up to 85% of the network design study and implementation of a private broadband regional telehealth network with Internet2 connectivity, ProInfoNet has lead the effort to organize a consortium of health care providers across Maine, New Hampshire and Vermont, known as NETC. Using NETC as the vehicle to file the FCC application and coordinate ongoing oversight of the network will serve the best interests of the consortium constituents.

#### Purpose

NETC is a consortium of healthcare providers formed for the following purposes:

- Design and implement a private broadband regional telehealth network with Internet2 Connectivity;
- Link regional healthcare providers with urban public practices, research institutions, academic institutions, and medical specialists to provide greater efficiency in the sharing of information relevant to healthcare applications;
- Provide a shared broadband network with healthcare providers thereby increasing and validating telehealth and telemedicine opportunities in the region;
- Provide healthcare providers in rural areas with greater and easier access to current research, advances in medicine, expert support and team consults; and
- Allow healthcare providers in the region access to a common network for provision of electronic health records, remote medical diagnostics, telehealth, telemedicine, population health database, remote surgery, teledentistry, telepsychiatry and behavioral health treatment.

## **Initial Directors and Officers**

A core group of individuals will serve as the initial directors and officers until the first annual meeting of Members, which is anticipated to be held in May 2007. Those individuals, referred to as the "Initial Board and Officers" include:

- o Brian Thibeau, President and Director (COO, PenguisCAP)
- Kevin Lewis, Vice President and Director (Executive Director, Maine Primary Care Association)
- o Doug Smith, Treasurer and Director (CIO, Martin's Point)

At the first annual meeting of Members, each of the approximately 27 Members shall be entitled to appoint one individual to the Board of Directors of NETC, and the full Board will elect its officers to serve until the next annual meeting. An Executive Committee will be formed to facilitate efficient management of the organization between meetings of the full Board.

# Benefits of Membership

Each Member and their specified health care sites will be included in the FCC Rural Health Care Pilot Program application for the design and implementation of a private broadband network including Internet2 connectivity. If the application is approved, each NETC Member will be entitled to participate in a Telehealth network at any or all of their respective health care sites that were listed **on** the NETC application. The design, implementation, equipment and WAN services of this Telehealth network will be funded by the FCC Rural Health Care Universal Service Fund at up to **85%**. Each Member would be required to pay for the unfunded portion of the costs of this network.

# Rights of Membership

Each Member, through its representation on the Board of Directors, will be able to provide input into critical NETC decisions including vendor selection for creation of the network and network implementation priority among the various sites operated by the Members. Each Member will determine which sites within their organization will be connected to the NETC network. Each Member's representative on the Board of Directors will have one vote, notwithstanding the number of sites operated by the Member.

## **Operating Expenses**

Upon application approval, the Board will determine and estimate, if necessary, the operating expenses that will be incurred by NETC for each upcoming three month period. The aggregate of three months' expenses will be divided by the total number of sites operated by all of the Members to reach a per site expense amount. This amount will become the total amount of dues owed by each Member. The total number of consortium sites will be based on the number of sites listed on the FCC application as supplied by each Member. NETC will bill each Member the aggregate per site expense for such Member. Each Member will be responsible for the expenses incurred by the sites operated by that Member and will determine in its own discretion, how billing will be allocated among its own sites. This process will be repeated every three months as needed to cover NETC expenses. Any balance of dues received and not spent at the end of a fiscal year shall be either put towards the following quarter's expenses or returned to Members proportionately. The board will determine which method shall be used. After the initial two-year period is completed, it is anticipated that NETC would begin determining dues on an annual basis for its Members once anticipated costs and expenses can be more easily determined.

# **Payment of Costs**

Costs will be paid to vendors and suppliers of services as incurred during creation of the network. NETC's Board will determine the billing method, although it is anticipated that NETC will bill its Members according to the following formula: 100% of incurred costs minus the anticipated FCC funding commitment (e.g. 100% - 85% = 15%). In this situation, Universal Service Administrative Company (USAC) will pay the FCC funding commitment (e.g. 85%) directly to the supplier of equipment or services. Individual sites operated by a Member which are for-profit or do not otherwise qualify for the FCC funding commitment will pay 100% of the vendor and supplier costs as incurred.

# **Documents**

The NETC Bylaws and Articles of Incorporation are available and will be sent upon request to any Member.

# Network Design and Costs

Based on a preliminary needs assessment, ProInfoNet determined that a cloud based MultiProtocol Label Switching (MPLS) Wide Area Network (WAN) best fits the needs of the consortium and most closely meets the requirements of the FCC Rural Health Care Pilot Program. MPLS is a fully meshed network allowing any to any communications and supports packet prioritization so time sensitive information will not encounter delays. Encryption will be used throughout the network for privacy and security. A helpdesk mechanism will be employed for the support and management of the network. Upon implementation, each Member will select the sites that need connection to the network and the bandwidth required. Upon award of NETC's application to the FCC Rural Health Care Pilot Program, NETC will be bound to the rules and funding commitment of the FCC. Estimated costs before and after the FCC subsidy have been provided below.

## **MPLS** Network Costs

	1 <sup>st</sup> Year Capital*		Mo	nthly WAN Service
	Total Cost	Net Site Co	st** Total Cos Net	t Site Cost**
<b>T-1 (DS-1)</b> (1.5 Mb)	\$18,500	\$2,775	\$175 - \$586	<b>\$26 - \$88</b>
T-3 ( <b>DS-3</b> ) ( <b>10 – 45</b> Mb)	\$33,700	\$5,055	\$750 - \$5,000	\$112 - \$750
GiG-E (1000 Mb)	\$34,450	\$5,168	\$7,500 - \$9,500	\$1,125 - \$1,425

<sup>\*</sup>Includes: (Router, equipment installation, WAN installation, network design study, infrastructure deployment, hardware and software maintenance, helpdesk and encryption support, and network management)

#### Internet2 Costs

The estimated FCC pilot price for Internet2 connectivity per site is \$20 per year.

# Alternative Technology Network Costs

The networking connectivity for some Member sites may be best achieved by the installation of alternative technology (i.e. microwave, satellite, wireless, etc.).

<sup>\*\*</sup>These costs are based on a 15% FCC subsidy of preliminary vendor surveys.

Estimated per site expense for alternative technology to connect to the NETC network:

Capital	Net	Monthly	Net
cost	Capital Cost	cost	<b>Monthly Cost</b>
\$31,500 to <b>\$150,000</b>	\$4,725 to \$22,500	\$100 to <b>\$500</b>	\$15 to \$75

### Upon Application Approval

Upon FCC approval, ProInfoNet, an agent of NETC will: conduct the initial network design study; determine the final network design; write and submit the required RFP(s) for construction of the network; ensure compliance with normal Rural Health Care program procedures; review and analyze proposals received from vendors for construction of the network; assist Members in their determination of which sites within their organization need network connectivity and the order in which implementation would best be accomplished; manage the implementation (infrastructure deployment) of the selected vendors' network; assist NETC advisory boards charged with oversight of the ongoing operation of the network; submit and follow up on materials submitted for FCC reimbursement funding on NETC's behalf; and manage and administer the day to day affairs of NETC including accounting and bookkeeping functions.

# By signing Proposal Two, you agree to the following:

- 1. You will pay to NETC the sum of \$500.00 representing the balance of your application fee as soon as possible. This will qualify your organization as a member of NETC. Make checks payable to New England Telehealth Consortium and mail to New England Telehealth Consortium, c/o ProInfoNet, 145 Exchange Street, Suite 4, Bangor, Maine, 04401.
- 2. You will pay for project costs not covered by the FCC Rural Health Care Pilot Program.
- 3. You acknowledge the estimated costs of the project.
- 4. You will fax this signed Proposal Two back to ProInfoNet at 207-942-4852 no later than Friday, April 20,2007.
- **5.** You are not a participant in any other application to the FCC for the Rural Healthcare Pilot Program.
- 6. You will become a member of NETC.

Client Consortium	New England Telehealth	
	By its Agent, ProInfoNet	
Client Name		
Signature	Signature	
Printed Name	<u>James E. Rogers, Jr.</u> <i>Printed Name</i>	
	ProInfoNet President	
Date	Date	

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Community Health & Counseling Services

ပြစ်seph H. Pickering, Jr

Printed Name

**Executive Director** 

26 april 2007

**New England Telehealth Consortium** 

By its Agent, ProInfoNet

Signature

James E. Rogers. Jr.

Printed Name

ProInfoNet Presidenr

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- 4. You will fax this signed Proposal Two back to ProInfoNet at 207-942 4852 no later than Friday, April 20,2007.
- 5. You are not a participant in any other application to the FCC for the Rural Healthcare Pilot Program.
- 6. You will become a member of NETC.

New England Telehealt	ı Consortium
By its Agent, ProInfoN	t
Jam & Obje	1
Ngnature d	
James E. Rogers. Jr. Printed Name	
ProInfoNet President Title	
4/19/07	
	By its Agent, ProInfoN  Signature  James E. Rogers, Jr.  Printed Name  ProInfoNet President  Title

### Ry signing Proposal Two, you agree to the following:

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2. You will pay for project costs not covered by the FCC Rural Health C | re Pilot Program.

- 3. You acknowledge the estimated costs of the project.
- 4. You will fax this signed Proposal Two hack to ProInfoNet at 207-942 | 1852 no later than Friday, April 20, 2007.

You are not a participant in any other application to the FCC for the R |ral Healthcare Pilot Program.

. 6. You will become a member of NETC.

Client

New England Teleheal | Consortium

Eastern Maine Healthcare Systems By its Agent, ProInfoN t

Signature

James E. Rogers, Jr.

Printed Name

ProInfoNet President

4/19/07

Date

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Client	New England Telehenlth Consortium
<b>Houlton Regional Hospital</b>	By its Agent, ProInfoNet
Thomas I Malle	Jam & Obzuf
Signature	Signature /
Thens J- Make-	James E. Ropers, Jr. Printed Name
CÉO	ProInfoNet President Title
4/18/67	9/20/07
Date!	Date

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- 6. You will become a member of NETC.

Client	New England Telehealth Consortium
Hugging Hospital	By its Agent, ProInfoNet
Danel R. O'NUM Signature	Signature
Daniel Roneill Primed Name	James E. Rogers. Jr. Printed Name
Vice President · Finance	ProInfoNet President Title
21. 24.07 Date	4/24/6) Date

Make checks payable to New England Telehealth Consortium and Telehealth Consortium, c/o ProInfoNet, 145 Exchange Street, Suit

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New England Telehea 1 Consortium By its Agent, ProInfol

James E. Rogers, Jr. Printed Name

ProinfoNet President

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2. You will pay for project costs not covered by the FCC Rural Health

re Pilot Program.

3. You acknowledge the estimated costs of the project.

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You will fax this signed Proposal Two back to ProInfoNet at 207-94 Friday, April 20,2007.

You are not a participant in any other application to the FCC for the Pilot Program.

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6. You will become a member of NETC.

Client

New England Telehea

**I** Consortium

By its Agent, ProInfol

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APRIL 18, 2007

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James E. Rogers, Jr. Printed Name

ProInfoNet President

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5. You are not a participant in any other application to the FCC for the I ral Healthcare Pilot Program.

6. You will become a member of NETC.

Client

Maine General Health

Signature

Signature

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Printed Name

Sorio, Vice fresident & CEO

Title

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Date

**New England Teleheal** | Consortium

By its Agent, ProInfoN t

James E. Rogers, Jr. Printed Name

**ProInfoNet President** 

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- 2. Prior to the first annual meeting of Members, your liability is limited to the \$500.00 application fee, unless all members have beennotified and approved of additional expenditures. After the first annual **meeting** of Members, you will pay for your share of all project costs not covered by the FCC Rural Health Care Pilot **Program**, that are attributable to your site(s) network termination(s). Your maximum amount of liability for un-allocatable network costs is Twenty Thousand Dollars (\$20,000.00).
- 3. You acknowledge the estimated costs of the project.
- **4** You will fax this signed Proposal Two back to ProInfoNet at 207-942-4852 no later than Monday, April 30,2007.
- 5. **You** are not a participant in any other application to the **FCC** for the Rural Healthcare Pilot Program.
- 6. You will become a member of NETC.

Client	New England Telehealth Consortium
Mary Hitchcock Memorial Hospital	By its Agent, ProInfoNet
Signature  Other A Johnson  Printed Name Printed Name	Signature  James E. Rogers, Jr.
Title  U Date	ProInfoNet President Title  4/27/07  Date

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Maine Primary Care Association

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Printed Name

EXECUTIVE DIRECTOR

7/18/07 Dark New England Telehearth Consortium

By its Agent, ProInfoNet

Siglature

James E. Rogers. Jr.

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ProlnfoNet President

4/19/07

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4. You will fax this signed Proposal Two back to ProInfoNet at 207-942-4 Friday. April 20, 2007.

Healthcare

5. You are not a participant in any other application to the FCC for the Ru Pilot Program.

6. You will hoconie a member of NETC

# Client

Department of Administrative and **Financial Services, Office of** Information Technologies, **Maine State Covernment** 

Client Name

<u>4-19-07</u>

New England Telehealth By its Agent, ProInfoNe

<u>James E. Rogers, Jr.</u> Printed Name

ProInfoNet President

4/19/07

Consortium

Make checks payable to New England Telehealth Consortium and mail Telehealth Consortium, c/o ProInfoNet, 145 Exchange Street, Suite 4, B 04401.

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6. You will become a member of NETC.

ansortium

Client

MaineHealth

Client Name

New England Telehealth

By its Agent, ProInfoNet

lames E.Rovers. Jr.

Printed Name

ProInfoNet President

Date

Page: 4 of 4

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Make checks payable to New England Telehealth Consortium and ma Telehealth Consortium, clo ProInfoNet, 145 Exchange Street, Suite 4 04401

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e Pilot Program.

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5. You are not a participant in any other application to the FCC for the I Pilot Program.

ral Healthcare

6. You will become a member of NETC.

Client

**New England Teleheal** 

Consortium <sup>1</sup>

Maine Health Alliance

By its Agent, ProInfoN

Signature

James E. Ropers, Jr. Printed Name

ProInfoNet President Title

Make checks payable to New England Telehealth Consortium and mail to New England Telehealth Consortium, c/o ProInfoNet, 145 Exchange Street, Suite 4, Bangor, Maine, 04401.

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Client

Martin's Point Health Care

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Title

4/20/07

Date

New England Telehealth Consortium

By its Agent, ProInfoNet

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James E. Rogers, Jr. Printed Name

ProInfoNet President

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Clier	nt	New England Telehealth	Consortium
Mer	cy Hospital	By its Agent, ProInfoNe	ŧ
Client	weback they	Signature Signature	
_	had R. Huchey	James E. Rogers. Jr. Printed Name	
Ch <sub>i</sub> Title	ef Financial Offices	ProInfoNet President Title	
Date	24/07	4/24/07 Date	

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Pilot Program.

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You are not a participant in any other application 10the PCC for the R1 Elt. Program.

|Healthcare

6. You will become a member of NETC.

New England Telehealth

By its Agent, ProInfoNe

onsortium

Client Name

Client

Signature

Printed Name

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Date

Signature

James E. Rogers, Jr. Printed Name

ProInfoNet President

Title

Date

New England Telehealth Consortium - Proposal Two

4/16/07

Page: 4 of 4

# B 'ne Proposal Two. you agree to the following:

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o. Iou win become a member of NETC

**Client** 

Client Name

Millinocket Regional Hospital By its Agent, ProInfoN

Signature

James E. Rogers, Jr. Printed Name

<u>ProInfoNet</u> President Title

4/27/07

New England Teleheal

ali Consortium

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- 8. You are not a participant in any other application to the FCC for the Reral Healthcare Pilot Program.
- 6. You will become a member of NETC.

Client	New England Telehealth Consortiun
MONADAYCK COMMUNIN HOSPIAL	By its Agent, ProInfoNet
Client Name	100
JA JAL	Jan 2 Ores
Signature	Signature /
PETER L. GOSLINE	James E. Rogers, Jr.
Printed Name	Printed Name
CEO	ProInfoNet President
4/24/05	4/24/03

Make checks payable to New England Telehealth Consortium and ma Telehealth Consortium, c/o ProInfoNet, 145 Exchange Street, Suite 4, 04401.

- o New England angor, Maine,
- 2. You will pay for project costs not covered by the FCC Rural Health C
- Pilot Program.

You acknowledge the estimated costs of the project.

- 4. You will **fax** this signed Proposal Two back to ProInfoNet at 207-942. Friday, April 20, 2007.

52 no later than

5. You are not a participant in any other application to the FCC for the R Pilot Program.

11 Healthcare

6. You will become a member of NETC

Client

**Mount Desert Island Hospital** 

Client Name

Arthur J. Blank

Date

**New England Telehealt** 

By its Agent, ProInfoN

Consortium

James E. Rogers, Jr. Printed Name

**ProInfoNet President** 

4/20/07