

## NEK Community Broadband

# Executive Committee Meeting Minutes

June 19, 2020

**Attendees: Evan Carlson, Kristen Fountain, Nicolas Anzalone, Noah Armstrong, Jonathan Baker, Bill Piper (3:20 p.m.), DaveSnedeker (3:27), Katherine Sims (3:20 p.m.), Mike Strait (3:21 p.m), Annie McLean**

Evan C. (Chair) called the meeting to order at 3:08.

### Agenda Review

Evan C. provided an overview of the meeting agenda. No changes were suggested.

### Administrative Update

- The NEK Broadband Bank account has been set up and the CUD will hopefully receive a transfer of funds from the Northern Enterprise account ASAP.
- The legal team doesn't think there is much of an issue with the Northern Enterprise Bylaws being more broad and economic development focused. There is some complexity in the structure of the Northern Enterprise Board as several now defunct organizations were originally supposed to appoint between six and nine board members and bow only Northern Vermont Development Association (NVDA) makes appointments. The board currently has only three members.
- Wolcott (newest CUD member town) appointed a representative and alternate.
- The Finance committee will work out who has been covering costs and work out reimbursements. G-Suite is one of the larger costs as NEK COMMUNITY Broadband is not a 501(c)3 and as such does not qualify for a discount, which means the CUD G-Suite needs to be downgraded.

### Meeting Roundup

- Ed Vilandrie is looking for ways he, NEK Community Broadband, and GWI might collaborate and (maybe) go to RDOF as consortium and expects to put together a proposal for a feasibility study.
- VELCO doesn't seem to be in a position to go to RDOF with GMP and Tilson as they would by default be a partner in the WEC and VEC application as they represent all Vermont electric utilities.
- Conversation with GWI and Carole Monroe (ValleyNet) about what GWI would need to go to RDOF in our region. Carole is not as excited to go as consortium.
- Michael Birnbaum (Kingdom Fiber CEO) is interested in how Kingdom Fiber might work with NEK COMMUNITY Broadband and who might help them scale.

- Evan C. and Kristen F. participated in a call with Vermont Communications Union District Association (VCUDA)

## Finance & Tech Committee Updates

Both the Finance and Technology committees met for the first time this week.

- Kristen F. provided an update from the Finance Committee. The Finance Committee intends to develop a budget for the 2021 calendar year, however as 2020 is almost halfway over the Committee will only be providing income and outflow statements for the Governing Board through the end of 2020. The Committee will develop general financial policies and procedures for Governing Board approval in August and is working on a job description for the treasurer position. The Committee will hold regular meetings on the 1st Thursday of every month.
- Jonathan B., who is serving as pro-tem Chair, provided an update from the Technology Committee. The Technology Committee is working on a consumer-facing one-page for broadband technologies, which the Executive Committee will review prior to sending to the Governing Board, and began discussion of several other technical topics. No regular meeting schedule has been established, however the Committee plans to meet again prior to the next Governing Board meeting.

## Media Response

There was a brief discussion of an article in *Seven Days* and the [Starlink article](#) circulated by Mike S.

## Consent Agenda Policy Review

Nick. A. presented a draft consent agenda policy document and discussion followed. There was additional discussion about creating a welcome packet/handbook for new Governing Board members to include the following resources:

- List of Towns and reps;
- Finance policies;
- Formalized meeting and operational guidelines; and,
- Additional relevant information.

The Executive Committee will start putting together a public folder on the shared drive for now to provide better access to static resources. Requests for additional information will be emailed to the Clerk and entered as an agenda item for the next Executive Committee meeting.

**Motion to create a dedicated resource section on the website, which would be a repository for organizational documents, pre feasibility studies, and tech white pages. (M: Evan C., S: Kristen F.) – motion carried 7-0.**

## RDOF and Partnership

Evan C. and Kristen F. recommended that NEK Community Broadband not participate in the FCC's Rural Digital Opportunity Fund (RDOF) auctions. Discussion followed concerning how this would affect the RFP timeline, which would need to be amended immediately.

**Motion to follow the recommendation of Executive Committee Chair (Evan C.) and Vice-Chair (Kristen F.) to abstain from joining a consortium for the FCC's Rural Digital Opportunity Fund (RDOF) auctions. (M: Kristen F., S: Bill P.) – motion carried 7-0.**

## RFP & Feasibility Study Scope

Changing the scope of the feasibility study was discussed and discussion will continue at the next Executive Committee meeting. It was noted that once a final vendor had been selected adjustments would need to be made around RDOF participation and language should be added to the RFP before next week to clarify that there will be negotiation with selected vendor.

## Newsletter/Update for Governing Board & Public

Content for the next bi-monthly newsletter for the Governing Board was discussed, specifically the revised mission statement and the conceptual hybrid public-private operator model, both of which were approved by the Governing Board at their June 11th meeting.

## Other Business

EDA funding opportunities were briefly discussed.

## Adjourn

The meeting adjourned at 4:27 p.m. Next meeting is June 26, 2020.

## Action Items

- Downgrade G-Suite - Jonathan B.
- Delete old Executive Committee recurring meeting invite from calendars - Executive Committee
- Tech one-pager - Tech Committee
- Clarify what is appropriate for consent agendas - Nick A., Evan C.
- Develop policy doc. on consent agendas - Nick A., Evan C.
- Job descriptions for CUD paid employees - Next agenda item
- Create NEK Community Broadband handbook folder - Annie M.
- Update RDOF recommendation document for next Governing Board meeting - Evan C.
- Adjust timeline of RFP and resend to vendors (ASAP) - Kristen F., Evan C., Dave S.
- Newsletter/Update for Governing Board & Public - Nick A.

*Respectfully submitted,*

*Annie McLean, NEK Community Broadband Clerk*