

NEK Community Broadband

Finance Committee Meeting Minutes

October 7, 2021 4-5pm

Attendees: Jami Jones (clerk), Michael Strait (chair), Kristen Fountain, William Piper, Woodman Page

Not present: Christa Shute (quorum is 3)

Agenda Review-

- Approve Previous Meeting's [Minutes](#)
- **Motion to approve the minutes from the previous meeting. Motioned: William, Seconded: Kristen, Carried: (3-0)**

Updates-

- Review [reports](#)
- Discussion over pros and cons to use quickbooks online vs. quickbooks desktop.
- Woodman joined the meeting at 4:06pm (quorum is now 4)

New Business-

- Draft Budget- was reviewed by the committee.
- We must present, by statute, a draft budget and a draft annual report for the board in October.
- Bill- suggestion to put what is required by statute in the budget for a very high-level budget.
- Kristen- is it too complicated?
 - Bill- We want to make sure the qualifications are met.
- Kristen- a lot of our expenses and funding are in flux, it is difficult to set a concrete budget.
- Christa joined the meeting at 4:16pm
- Bill- do a half-page cover sheet with the statutory requirements and how much was used in accordance with each.
- Mike- Can we change it after the public hearing?
 - Bill- yes, as the board deems advisable.

- Kristen- we will have more accurate spending data in a month or two, and would be able to update it at that time.
 - Bill- if there are problems or something occurs between now and December 15th, we have time to make changes to make the numbers more realistic.
- Woodman- could we let someone on the governing board vet this draft so that there are no surprises or they can notify us of any issues.
 - Bill- The statute seems to state that the Governing Board will be able to give input at the October meeting.
 - Mike- they could submit changes between October and December.
- Kristen- some of the construction quotes for the CARES project have come back higher than expected and the construction budget may change.
- Bill- for now it will be semi-uncertain, but in the future, when we get to the bond market there will be more of the requirements that we can meet.
 - Kristen- the income and expenses will become more stable as time goes on as well.
- Budget for 2022
 - Kristen- the budget supposes that we will receive significant funding and the USDA funds being carried over. (USDA funds do not have an end of the year deadline). We will be operating at a loss until we get more customers.
 - The budget assumes Christa will be with us until June, people will be on staff, and there will be payroll costs.
 - Kristen- won't be applying for construction funding until the end of the year, and will not have full knowledge until the beginning of the year.
 - Woodman- Will Christa be with us next year?
 - Kristen- Christa is the interim director and the CUD plans on hiring someone else.
 - Woodman- Have we started the search?
 - Kristen- not yet, we will start in the new year.
- Discussion of what sort of expenses could arise with a new director.
 - Mike- are we able to put this into the 8 categories that we have to meet?
 - Kristen- we can adapt it. What we send out could be more simplified than the example given.
 - The current budget would be the back-up material.

- The committee will approve the current budgets as supporting documents to the summary sheet, to be revised to the statute and sent to the committee for review. Each member will reply to Kristen with their comments by noon on Saturday.
 - Kristen- The towns could receive both documents.
- Bill gave a rundown of the Statute.

Motion to approve the proposed 2022 Budget and Annual 2021 Summary based on the discussions and documents reviewed in the meeting. Motioned: William, Seconded: Woodman, Carried: (4-0)

- Many thanks to Kristen and Christa's work on the Budget.
- Jami will use the promo discount that Zoom sent to renew the subscription for the NEK

Adjourn

Motion to adjourn. Motioned: Kristen, Seconded: Woodman, Carried: (4-0)

Respectfully submitted,

Jami Jones, NEK Community Broadband Clerk