



# Executive Committee Meeting Minutes

January 6, 2021 - 4:00pm -5:30pm

In-Person Location: 142 Eastern Ave, St Johnsbury, VT 05819

**Attendees: Christa Shute (ED), Jami Jones (Clerk), Evan Carlson (Chair), Kristen Fountain (Treasurer), Michael Strait, William Piper, Ray Lanier, Jonathan Baker, Morgan Wade**

Not present: Nick Anzalone (Quorum is 5)

## Updates

- Action Items Check In - Approve Minutes [12/3](#), [12/10](#), [12/24](#)

**Motion to approve the meeting minutes as listed. Motioned: Michael, Seconded: William, Carried: (5-0).**

- Administrative Update
  - We have 2 new customers. On the next agenda it may be good to have billing, marketing discussions, etc. NEK Broadband now has a logo, and Evan will send instructions on how to attach the colored image into your email. NEK also has a LinkedIn.
  - New NEK phone numbers 877NEKFiber, 866NEKFiber, and 833YOURNEK. These numbers currently go to specified customer service representatives at WCVT.
  - Evan- we would like to have the information from WCVT on what sort of calls they are getting, metrics and results for the customers.
    - Kristen- written updates monthly
    - Christa- monthly reports are a part of the current contract with WCVT and are based on the predetermined metrics and those will shift based on the status of the network.
  - Christa- we are in the process of compiling addresses for the 300+ homes in Concord.
    - Evan- good news, people are excited.
    - Christa- they ordered truck magnets with our logo on it.
    - Kristen- doorhangers may be a good outreach mechanism (Flipped Technologies, VT).

## New Business

22 in 2022

- The list was distributed prior to the meeting to the committee for review. A time of questions was offered. No discussion took place.

#### USDA ReConnect Scope

- We will possibly be applying for the USDA ReConnect grant. The committee will discuss in Executive Session the proposed scope and the challenges of the scope along with possible solutions.

**Motion to find that the premature disclosure of the information pertaining to the USDA Reconnect application could substantially disadvantage the NEK Broadband CUD were it to be made public. Motioned: Michael, Seconded: William, Carried: (5-0).**

**Motion to enter into Executive Session under 1 VSA 313 with Christa Shute, Jami Jones and Kristen Fountain to discuss the grant application for USDA ReConnect. Motioned: Michael, Seconded: William, Carried: (5-0).**

Morgan Wade joined the meeting at 4:26pm (quorum is now 6).

**Motion to exit Executive Session. Motioned: Michael, Seconded: Morgan, Carried: (6-0).**

No action was taken in Executive Session.

**Motion to approve proceeding with the Grant Application and VEDA loan for USDA ReConnect. Motioned: Michael, Seconded: Ray, Carried (6-0)**

**Motion to authorize the Executive Director to negotiate a contract with a grant-writer for the USDA ReConnect Application. Motioned: Morgan, Seconded: Michael, Carried: (6-0).**

#### Build Strategy and ARPA Funding

- Christa sent a document for review. No public discussion took place.

**Motion to find that the premature disclosure of the build strategy would substantially disadvantage the NEK Broadband CUD if it were to be made public. Motioned: Seconded: Jonathan, Carried: (6-0).**

**Motion to enter Executive Session with Christa Shute, Jami Jones, and Kristen Fountain under 1 VSA 313 to discuss the build strategy for NEK Broadband. Motioned: Morgan, Seconded: Michael, Carried: (6-0)**

**Motion to exit Executive Session. Motioned: Michael, Seconded: Morgan, Carried (5-0).**

William Piper left at 5:33pm (quorum is now 5)

No action was taken in Executive Session.

### Fiber Construction Material RFP & Contractors to manage capacity issues

- NRTC has offered to put together a warehouse jointly for the CUDs, or we may look into hiring an individual to manage the inventory.
- We need to order parts to get ahead of the lead times, which makes inventory management an issue. Waiting to order parts could mean that we are waiting to receive them, and waiting to build. The CUD needs someone to manage the inventory.
  - Kristen- would like a cashflow analysis to weigh how we can manage that ourselves (debt vs. cost).
- The rest of the discussion will be postponed to the next meeting.

Governing Board Agenda: Build Strategy, ReConnect, Celebrating Victories, Breakouts based on build strategy. (Breakouts by the town hall groups)

### Other Business

### Adjourn

**Motion to adjourn. Motioned: Morgan, Seconded: Michael, Carried (5-0).**



*Respectfully Submitted,*

*Jami Jones, NEK Broadband, Clerk*