

NEK Community Broadband

Executive Committee Meeting Minutes

August 28, 2020

Attendees: Evan Carlson, Kristen Fountain, Noah Armstrong, Jonathan Baker, Bill Piper, Annie McLean, Mike Strait, Christine Hallquist.

Kristen F. (Vice-Chair) called the meeting to order at 3:03.

Meeting Roundup

- Vermont Community Foundation is interested in funding up to \$30,000 that could be used as a match for other grants or administrative costs.

Finance & Tech Committee Updates

- Has regular meeting schedule now...no chair appointed yet. Waiting on Brian's wireless maps.

Christine's Updates

- Christine H. asked the Executive Committee what Level of involvement they would like to have in the hiring the clerk position. Discussion followed. Christine H. will bring two top candidates to the Executive Committee. There are challenges finding insurers for CUDs. No revenue, no employees. State requires grant recipients to have insurance coverage. VLCT will not insure because they do not insure telecommunications assets. Christine H. will reach out to VLCT again as well as VPSA.

Motion to approve the CUD Administrator job description. (M: Bill S., S: Kristen F.) – motion carried 5-0.

Motion to enter executive session at the request of Christine H. to discuss acquisition of Northern Enterprise assets and Christa Shute's contract. (M: Kristen F., S: Bill P.) – motion carried 5-0.

Motion to come out of executive session. (M: Bill P., S: Jonathan B.) – motion carried 5-0.

Christa Shute's retainer agreement was discussed.

Motion to approve Christa Shute's contract to manage the transition with Northern Enterprise and future IRUs. (M: Bill P., S: Kristen F.) – motion carried 5-0.

Executive Meeting Schedule

A bi-weekly meeting schedule (same day and time, starting after upcoming Governing Board meeting) was discussed.

Motion to make the Executive Committee meeting bi-weekly. (M: Bill P., S: Jonathan B.) – motion carried 5-0.

SOW Review for phase 2 Connected Communities funding

Evan C. and Kristen F. gave a brief overview of a potential wireless project and potential fiber access points. They expect to have a scope of work for the Executive Committee to review next week. Discussion followed.

Survey Roll Out

Tilson has not rolled out the final survey. The Executive Committee needs to outline specific steps for each Governing Board member to distribute survey.

Adjourn

The meeting adjourned at 4:22 p.m. Next meeting is September 4, 2020.

Action Items

- Meet to discuss current clerk roles prior to hiring for the position – Christine H, Annie M.
- Draft SOW for Phase 2 Connected Communities funding – Christine H.
- Follow up with Tilson on survey roll out – Christine H.
- Outline specific steps to distribute survey – Christine H.

Respectfully submitted,

Annie McLean, NEK Community Broadband Clerk