



Executive Committee Meeting Minutes (Draft)

April 7, 2022 - 4-5:30pm

Attendees: Christa Shute (ED), Jami Jones (clerk), Kristen Fountain (Treasurer), Ray Lanier, Evan Carlson, Morgan Wade, Jonathan Baker, Michael Strait, Nedah Warstler (M.O.P)

Not Present: William Piper, Nick Anzalone (Quorum is 4)

Agenda Review

There were no changes made to the Agenda.

Updates

Approval of Minutes from 3/17

| Motioned: Morgan Seconded: Jonathan | For | Against | Abstain |
|--|-----|---------|---------|
| Motion: to approve the meeting minutes from March 17th | 4 | 0 | 0 |

- **Discussion Summary:** No discussion took place.

Michael Strait joined the meeting at 4:08pm (votes present is now 5).

Meeting Roundup

- Affordability Group: David Tucker, Claire Polfus, Evan Carlson, Jonathan Baker have responded "yes."
- VCUDA- Jonathan presented the Conflict of Interest Policy at the VCUDA meeting. They will be managing the affordability advocacies in VT. Jonathan will be participating in VCUDA's affordability work to get more information.

Committee Updates

- **Finance Committee:** will be meeting on the 3rd week of the month for a more thorough coverage of procedures. The Governing Board will see the reports from the previous month.

Christa's Update

- The Conflict of Interest Policy will be presented to the Governing Board at the Board meeting. The new policy will give the organization written notice of Conflicts of Interest, with signatures from the board.

New Business

Intro to Community Relations Manager

- **Discussion Summary:** Christa offered an introduction to Nedah Warstler, the new Community Relationship Manager. She will be introduced to the Governing Board at the next meeting (April 14, 2022 at 5:30pm).

Grant Manager / Bookkeeper

| Motioned: Michael Seconded: Morgan | For | Against | Abstain |
|---|-----|---------|---------|
| Motion: to approve the Grant Manager/Bookkeeper job description | 5 | 0 | 0 |

- **Discussion Summary:** NEK Broadband CUD is growing and accelerating at a fast pace. As Kristen hopes to step down from the Grant Manager/Bookkeeping, we look to hire a new Grant Manager/Bookkeeper. The position is flexible and could be part time or full time as the organization grows. "Part-time, full time negotiable." will be incorporated into the ad. A discussion among the hiring committee about part time benefits needs to take place and will be decided in the future.

Contracts

| Motioned: Michael Seconded: Morgan | For | Against | Abstain |
|--|-----|---------|---------|
| Motion: to go into Executive Session, finding that the discussion of contract negotiations would put the CUD and parties involved at a substantial disadvantage, were they to be made public at this time. | 5 | 0 | 0 |

- **Discussion Summary:** no public discussion took place

| Motioned: Morgan Seconded: Michael | For | Against | Abstain |
|---------------------------------------|-----|---------|---------|
| Motion: to exit Executive Session | 5 | 0 | 0 |

- **Discussion Summary:** no action was taken in Executive Session. The Committee left Executive Session at 5:19pm.

Andy Montroll

| Motioned: Morgan Seconded: Michael | For | Against | Abstain |
|---|-----|---------|---------|
| Motion: approve entering into a contract of Andy Montroll as general legal counsel. | 5 | 0 | 0 |

- **Discussion Summary:** no public discussion took place.

Kerr Group

| Motioned: Morgan Seconded: Michael | For | Against | Abstain |
|--|-----|---------|---------|
| Motion: to enter into a contract for the Kerr Group for purchasing services. | 5 | 0 | 0 |

- **Discussion Summary:** no public discussion took place.

Wild Blue Yonder

| Motioned: Morgan Seconded: Michael | For | Against | Abstain |
|--|-----|---------|---------|
| Motion: to approve a \$15,000 deposit to secure space for storage with Wild Blue Yonder. | 5 | 0 | 0 |

- **Discussion Summary:** no public discussion took place.

Governing Board Agenda

- **Discussion Summary:** Delays around materials and lead times mean we need to manage expectations. The workforce development piece has been delayed. The build will likely take place over a period of 7 years. We have the KDP and will be receiving the map for the updated business model as well. It can include the CCI numbers. The CCI numbers have increased the expense of the model. We will have more accurate timing after we have gone through the first year of the build. The presentation should include the pieces of legislation that are not going through that would need to go through to shorten the timeline.
- Updates on the applications
- Construction Grant (Maps and Status): concise and high-level (Executive Session)
- Affordability Group Next Steps
- Organizational Meeting plans (Dates: slide)
 - Webinars/Interest Groups that would be made available for the governing board to get into the weeds of the committees.
- Conflict of Interest Policy (Draft)
- Community Relations: How do we communicate with you?
- Break-out groups? What do you think would be most effective and helpful for the towns now that we have a Community Relationship Manager?

Other Business

Adjourn

| Motioned: Morgan Seconded: Jonathan | For | Against | Abstain |
|--|-----|---------|---------|
| Motion: to adjourn | 5 | 0 | 0 |

- **Discussion Summary:** no public discussion took place.

*Respectfully Submitted,
Jami Jones, NEK Broadband, Clerk*

Action Items

| Action | Assigned to | Deadline |
|---|-------------|----------|
| Jami will collect the names/emails for the Affordability Group and will send out a doodle poll before the Governing Board meeting | Jami | ASAP |