



Executive Committee Meeting Minutes (Draft)

May 5, 2022, 4-5:30 pm

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

Agenda Review

Motioned: Michael Seconded: Morgan	For	Against	Abstain
Motion: to amend the Agenda to add a discussion on RDOF Reconnect and the RFPs.	7	0	0

Updates

- Approval of Minutes from [4/21](#), [4/24](#)

Motioned: Michael Seconded: Morgan	For	Against	Abstain
Motion: to approve the minutes from 4/21 and 4/24	7	0	0

- Administrative Update
- Meeting Roundup
- Committee Updates
 - The Finance Committee would like to give quarterly finance reports to the Governing Board. We will include a note on moving to quarterly reports in the next Governing Board packet.
 - Paul Fixx would like to join the Executive Committee and would like to be involved in town communications with Nedah.
- Christa's Update

New Business

Standard Operating Procedures

- **Discussion Summary:** There was an outage in the State Fiber Network. We need a procedure for addressing issues. We would like a publicly available document to work from that would outline procedure for outages and public vulnerabilities. Next steps: High-level emergency procedure doc should be made before next week, and a long-term plan should

be made in parallel.

- Procedures for outages- call tree
- Who takes ownership of the State Fiber? May need to outline the responsibilities of Mission Broadband/ WCVT more clearly.
- Customer concerns with vendors (PR)
- Payroll/Broadband Basics (Financials)
- Document Management and Control
- Website Posting/Update Procedures

Website: Policies/Billing requirements

- **Discussion Summary:** we need to put up new policies on our website for billing the customers. Terms and Conditions, Privacy Policy, Outage Response. Christa will review a draft from WCVT, and Jonathan volunteered to post the documents to the current website. The Executive Committee will review the policy at a subsequent meeting.

USDA Construction RFP

Motioned: Michael Seconded: Ray	For	Against	Abstain
Motion: to go into Executive Session, finding that the discussion of the USDA Construction RFPs would substantially disadvantage the CUD, were it to be made public at this time.	7	0	0

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

Motioned: Michael Seconded: Nick	For	Against	Abstain
Motion: to exit Executive Session.	7	0	0

- **Discussion Summary:** No public discussion took place. No action was taken in Executive Session. The committee left Executive Session at 5:07pm. We plan on having an Emergency Meeting tomorrow (Friday). 12:30

USDA ReConnect

Motioned: Michael Seconded: Ray	For	Against	Abstain
Motion: to go into Executive Session, finding that the discussion of the USDA Reconnect would substantially disadvantage the CUD, were it to be made public at this time.	7	0	0

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

Motioned: Michael Seconded: Nick	For	Against	Abstain
Motion: to exit Executive Session.	7	0	0

- **Discussion Summary:** No action was taken in Executive Session. The Committee left Executive Session at 5:20pm.

Organizational Meeting Planning

- **Discussion Summary:** Re Elect officers, (and treasurer), the EC slate (w/ Paul Fixx), Conflict of Interest Policy as a Discussion (then send out via docu sign), Outstanding RFPs? Updates on Materials and lead times, critical areas (supply chain solutions), legislative challenges, Construction Grant. Breakout: Discussion of Quarterly vs. Monthly Governing Board meetings (continuation: more regular newsletter, Communications)- maybe in the vote column. (Future: Terms and Conditions/Privacy Policies), No written update.
- Send Agendas or reminders for the Agenda on the website for EC to the Board.

Jonathan left the meeting at 5:31pm.

Bill left the meeting at 5:33pm.

Other Business

Adjourn

Motioned: Michael Seconded: Ray	For	Against	Abstain
Motion: to adjourn	5	0	0