



Executive Committee Meeting Minutes (Draft)

August 4, 2022, 4-5:30pm (EST)

Attendees: Evan Carlson (Chair), Morgan Wade (Co-Chair) Michael Strait, Jonathan Baker, Ray Lanier, Nick Anzalone, William Piper, Kristen Fountain (Treasurer)

Staff: Jami Jones, Danielle Sukkaew, Nedah Warstler, Christa Shute

Agenda Review

Updates

- Approval of Minutes from 7/24

Motioned: Morgan Wade Seconded: Jonathan Baker	For	Against	Abstain
Motion: to approve minutes from July 24, 2022.	7	0	0

- **Discussion Summary:** none.

Committee Updates

- Affordability Group did not meet previously due to lack of attendance, and will be meeting next Thursday. Jonathan may present the ACP app that he has been working on, and we will continue to pursue an API key to complete the process for NEK Broadband.
- Finance Committee met and approved the quarterly reports. Kristen will give her final report to the Governing Board.

Communication Update- Nedah

- Nedah presented her update. NEK Broadband was a part of a joint press release with the VCBB and Governor Scott, presenting the additional funding to NEK Broadband of \$5mil. We are in the final design work of the website with Stride. Stride has also put together a small business branding package. They will be presented to the Committee for review in the near future. Social Media analytics have been filed for the Committee's review. 365 sign-ups on get.nekbroadband.org since May. October 22nd is the Summit at Lyndon. The Media Release for Town ARPA funding will be completed very soon, and sent to the media

Christa's Update

- Christa forwarded the Executive Director Update for the Committee's review as well as the Executive Committee update she had previously prepared.

Nick joined at 4:12pm

New Business

Employee and Board Capacity Update

Motioned: Michael Strait Seconded: Morgan Wade	For	Against	Abstain
Motion: to enter into Executive Session with staff, finding that the discussion of employee hiring and board capacity would disadvantage the parties involved were it to be made public at this time.	7	0	0

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

Bill joined at 4:16pm

Motioned: Michael Strait Seconded: Morgan Wade	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 4:44pm.

Governing Board Agenda and October Summit

- **Discussion Summary:**
 - Summit: The partners will be helping to create the content for the summit. The EC will also provide input about what they would like at the summit this week.
 - Agenda: Christa presented a new agenda template for the Board/Committees. Standard items would create consistency, and special items would be added at the end. Discussion took place on a strategy to give the Governing Board more opportunities to be involved in the Executive Committee if they wished. Proposed: let revolving GB members take the EC seat in the meeting.
 - GB Agenda will include:
 - Admin and Board Capacity

- Quarterly Financials
- Workforce Development: Eustis,
- Town ARPA Funding
 - The VCBB indicated a deadline of Sept 15 for the towns to make a decision. Towns would have until 18th of August to request a proposal.
- Affordability- Scope
- Comms Update, Website Reveal
- September/ October Meeting (November being the bottom up meeting, November Public meeting potentially on a different day, must be on or before the 15th)
- Possible breakout discussion: Summit Agenda for October (must include financial report and budget?).

Danielle left at 4:58pm

Grant Update

- **Discussion Summary:** ReConnect Announcement for Round 4 (opens Sept 4, deadline in Nov.), we may not need to provide a match in that round, more information to come.

Project and Timing Update - working well with CV Fiber, working with smartsheets and consultant who is creating dashboards and reports for the future make ready work.

Pricing

Motioned: Michael Strait Seconded: Morgan Wade	For	Against	Abstain
Motion: to enter into Executive Session with staff, finding that the discussion of pricing structure would disadvantage the parties involved were it to be made public at this time.	7	0	0

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

Jonathan left the meeting at 5:25pm

Motioned: Morgan Wade Seconded: Michael Strait	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 5:34pm.

Adjourn

Motioned: Michael Strait Seconded: William Piper	For	Against	Abstain
Motion: to adjourn.	7	0	0

Action Items:

Items	Assigned	Deadline
Committee will send fitting questions to Mike Strait for the new Treasurer to answer in next round of interviews.	Committee	ASAP
Committee will send interest email to Evan if they are available to be at the checkin meetings on Mondays as extra ears and voices.	Committee	Mondays
Christa will connect with Jonathan next week on the Affordability API key	Christa	8/12/22
Nedah and Christa will start the Summit Doc, for input.	Nedah/Committee	ASAP