



Finance Committee Meeting Minutes (Draft)

August 22, 2022 - 3 - 4pm

Virtual Meeting: <https://zoom.us/j/97010889475>

You may be prompted to enter a meeting ID: 97010889475

Attendees: Christa Shute, Michael Strait, William Piper, Woodman Page

Staff: Jami Jones, Danielle Sukkaew

Agenda Review

Updates

- Christa will be chairing the meeting for Kristen Fountain.

| Motioned: Michael Strait Seconded: William Piper | For | Against | Abstain |
|---|-----|---------|---------|
| Motion: to approve minutes from July 25th minutes | 2 | 0 | 0 |

New Business

Review Monthly Reports

- **Discussion Summary:** Christa gave a review of the reports. Customer Revenue was recorded differently in the previous month. Previous month was entered based on dollars that were received rather than those billed. The “past due” revenue in the current month should go to the previous month, but this should be done in conjunction with the new treasurer. Cooperative Patronage is from NRTC and will be completely unrestricted. Insurance expense includes a credit from our previous insurance company. Currently health insurance is also included under the Operations/Overhead insurance line item, but will be moved to staffing as approved by the next treasurer as this will result in a change in quarterly reports.
- Proposed: recognize revenue in the correct month/quarter.
- Accounts Receivables are currently negative. Not an issue of concern but the process with WCVT is being reviewed to ensure appropriate reconciliation between the companies.

- Process for receiving invoices can be done 2 ways: current- invoices put in a folder for approval (not in quickbooks until after approved for payment). One issue this creates is visibility in quickbooks is limited; items are found in the drive. However, if they are put in before approval, the books are skewed while we may be disputing invoices or charges.
 - Committee would like the most accurate information. Proposed: a timeframe for decision or a footnote on reports: “we have x in accounts payable to be reviewed/disputed.”
 - Will list the entity and amount in a footnote, and review with the new treasurer to promote visibility to the finance committee. This will be put on the pdf report from quickbooks using Adobe.
- In addition to \$260K under donor restrictions and \$4.5M in performance grant liability, we also have the remainder of the pre-construction grant and construction grant that are under contract but not reflected in the books (roughly \$5.6M and \$11.5M. Since we have a contractual obligation for those grants and a right to the income, it probably makes sense to add this as an asset and liability on the balance sheet. Will be discussed with the new Treasurer and brought forward at the next FC meeting.
 - Proposed: a timeline for the burn rate of the grants, relative to construction to reflect when we will need to go to the bond market. We do not want to pause construction, and bonding could be a long-term process.
 - Timeline will be available for the next finance meeting (Sept 26?). It will reflect the budget, and is also a major part of the October Summit/Board meeting.
 - We have a VEDA loan application in, but are on hold (awaiting USDA ReConnect).
 - Will be an excel with build, required revenues, expenses, grants etc.
- Christa reviewed the Reconciliations and Statements and did not see anything of note. The Committee decided to proceed.

Treasurer search update

| Motioned: Michael Strait Seconded: William Piper | For | Against | Abstain |
|--|------------|----------------|----------------|
| Motion: to go into Executive Session with staff under 1 VSA 313, finding that the discussion of personnel would | 2 | 0 | 0 |

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| substantially disadvantage the CUD and the parties involved were it to be made public at this time. | | | |
|--|--|--|--|

- **Discussion Summary:** Met with 2 candidates, no other applications, one has withdrawn from the full Treasurer position but is interested in some part time strategic consulting work. The Executive Director intends to enter into contracts with both candidates. We are prepared to make a decision and will be replacing Kristen very soon as Treasurer.

Woodman Page joined at 3:32pm.

| Motioned: Michael Strait Seconded: William Piper | For | Against | Abstain |
|---|------------|----------------|----------------|
| Motion: to exit Executive Session. | 3 | 0 | 0 |

- **Discussion Summary:** No action was taken in Executive Session. The Committee left Executive Session at 3:34pm. Christa will be implementing the plan presented with Denise and Andrea.
- We will postpone the approval of the documents and will take it to the next meeting, so that the Treasurer has time to look over and approve the discussed changes.

Adjourn

| Motioned: William Piper Seconded: Michael Strait | For | Against | Abstain |
|---|------------|----------------|----------------|
| Motion: to adjourn | 3 | 0 | 0 |

*Respectfully Submitted,
Nedah Warstler, NEK Broadband, Clerk*