



# Executive Committee Meeting Minutes

September 1, 2022, 4-5:30pm (EST)

**Attendees:** Morgan Wade (Acting Chair), Paul Fixx, Nick Anzalone, Ray Lanier, Jonathan Baker

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

**MOP:** Andrea Bergeron

## Agenda

### Approval of Minutes

Motioned: Nick Anzalone Seconded: Ray Lanier	For	Against	Abstain
Motion: to approve the minutes from 8/24, 8/18, and acceptance of the time correction on 7/24.	5	0	0

- **Discussion Summary:**

### Communication Update

- **Discussion Summary:** Nedah gave her update over email. No discussion or comment took place.

### Appointment of Treasurer

Motioned: Paul Fixx Seconded: Ray Lanier	For	Against	Abstain
Motion: to appoint Andrea Bergeron as Treasurer of NEK Broadband, and authorize Christa Shute to execute the given contract with her for hire.	5	0	0

- **Discussion Summary:** Andrea gave a short introduction. Paul Fixx and Mike Strait were in the interviews with Christa. Andrea was recommended by our auditors and we are excited about her experience with non-profits. She has experience with Grant Management, and will be working for up to 10 hours per week over 2 days per week. We may be moving the Finance Committee meeting to Tuesdays if that is more fitting for schedules of the Treasurer, the Executive Director, and the Committee.
- Andrea Bergeron left at 4:20pm.

### Administrative Update

- **Discussion Summary:** Christa would like to go into Executive Session to discuss the hiring process.
- Danielle and Morgan reached out to NFP insurance to get a quote for assistance on benefits. We look forward to more information from them next week.

Motioned: Paul Fixx Seconded: Nick Anzalone	For	Against	Abstain
<b>Motion: to enter Executive Session with staff under 1 VSA 313 finding that the discussion of personnel and hiring would substantially disadvantage the CUD and the parties involved were it to be made public at this time.</b>	5	0	0

Motioned: Paul Fixx Seconded: Nick Anzalone	For	Against	Abstain
<b>Motion: to exit Executive Session</b>	5	0	0

- **Discussion Summary:** no public discussion took place, no action was taken in Executive Session. The Committee left Executive Session at 4:28pm

### Governing Board Agenda and October Summit

- **Discussion Summary:** Christa proposed a reschedule for the check-in team for Tuesday afternoon. Monday is a holiday, and other regular meetings will be canceled or rescheduled.
- Agenda topics will be revisited later in the meeting

### Partnership and Grants Discussion including ReConnect, RDOF

Motioned: Jonathan Baker Seconded: Ray Lanier	For	Against	Abstain
<b>Motion: to enter Executive Session with staff under 1 VSA 313 finding that the discussion of Partnerships and Grants would substantially disadvantage the CUD and the parties involved were it to be made public at this time.</b>	5	0	0

Motioned: Nick Anzalone Seconded: Paul Fixx	For	Against	Abstain
Motion: to exit Executive Session.	5	0	0

- **Discussion Summary:** No public discussion took place. No action was taken in Executive Session. The Committee left Executive Session at 5:28pm.

### Construction, Warehouse, Inventory

- **Discussion Summary:** We did not get the go ahead from VCBB and have not started Construction. We are under negotiations for warehouse services. CV Fiber is helping with the draft contract. Christa is awaiting ReConnect information in regards to more warehouse storage.

### Planning

Motioned: Nick Anzalone Seconded: Paul Fixx	For	Against	Abstain
Motion: to enter Executive Session with staff under 1 VSA 313 finding that the discussion of Planning would substantially disadvantage the CUD and the parties involved were it to be made public at this time.	5	0	0

Motioned: Nick Anzalone Seconded: Paul Fixx	For	Against	Abstain
Motion: to exit Executive Session.	5	0	0

- **Discussion Summary:** No public discussion took place, no action was taken in Executive Session. The Committee left Executive Session at 5:45pm.

### Board Meeting

- Discussion Summary: The Board will have a brief introduction to the Make Ready dashboards in September, but will be viewing the completed dashboards at the Board Meeting/ Summit in October.
- "Summit" Board Meeting
  - We have to present the financials at the October meeting, and it will be the

monthly board meeting, but the Board may not know that the meeting needs a quorum.

- What does it mean to be on the Board?
- How to get more attendance at meetings/at the October meeting
- Survey Results w/breakout session putting board members that responded in with board members that did not respond.
- Nedah for Comms Update
- Agenda posting- Danielle will post in St. J

## Adjourn

<b>Motion: to adjourn, by consensus.</b>			

  
Nedah Warstler (Sep 19, 2022 13:49 EDT)

*Respectfully Submitted,*

*Nedah Warstler, NEK Broadband, Clerk*

# 2022-09-01 EC Meeting Minutes

Final Audit Report

2022-09-19

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