



Executive Committee Meeting Minutes

September 7, 2023

Attendees:

Board Members: Mary Metcalf, Paul Fixx, Michael Strait, Marty Feltus, Ray Lanier, John Kascenska, Morgan Wade, Terrence Curran, William Piper

Staff and Treasurer: Shannon LaCasse, Danielle Sukkaew, Christa Shute, Denise Sullivan

Contractors: Kurt Gruending (WCVT), Roger Nishi (WCVT), Julia Andrews

Auditors: Jenna Chandler and Connie Fellion (McSolley & McCoy)

4:02

Agenda Review

Updates

Motioned: Ray Lanier Seconded: Mary Metcalf	For	Against	Abstain
Motion: to approve August 24 2023 minutes	5	0	0

- **Discussion Summary: None**

Morgan Wade entered

New Business

WCVT Update

Kurt reviewed the current statistics. He discussed the installation plan for Waterford.

Kurt and Roger left

Terrance Curran entered

Connie and Jenna entered

Audit Presentation

Connie reviewed the audit report. Grant requirements were tested in several ways to ensure we are in compliance. No control deficiencies were found. Jenna reviewed the financial highlights. Christa thanked Jenna and Connie for their work. She also thanked

Denise and Danielle for the work done over the last few months. Connie talked about what a single audit entails.

Connie and Jenna left

Governing Board Meeting Agenda and ETC Presentation for September 14

1. ETC Presentation to include Andy Montroll, WCVT, MBI
2. Audit

Marty and John Left

Motioned: Morgan Wade Seconded: Michael Strait	For	Against	Abstain
Motion: Voted to go into Executive Session under the provisions of 1 VSA §313 with staff to discuss the ETC Presentation finding that premature disclosure of confidential negotiations could substantially disadvantage the CUD if it were to be made public at this time.	5	0	0

- No action was taken

Julia entered

3. Construction Updates
4. Communications

Working Group Status Review and Next Steps

Will be added to the agenda for the October Governing Board meeting.

Communication Committee Update and Next Steps

We will issue a RFP for Marketing Services soon. Julia has created a tactical plan to make our communications more consistent and easier to manage. Julia is helping to create a marketing budget and a list of needs. Board member access to order location maps was discussed. Messaging around grant funded drops was discussed.

Ray, Morgan, and Bill left

5:32

Adjourn

Drafted by Shannon LaCasse

Executive Assistant