



# Executive Committee Meeting Minutes - approved 1/2/25

Thursday, December 19, 2024

5:30 pm

## Attendees:

**Executive Committee Members:** Nick Anzalone (Chair), Mary Metcalf, Ray Lanier, Jeremy Matt, Mike Strait, Brian Machesney, Sally Vallat, Siobhan Perricone, Tom Fisher

**Governing Board Members:** Henry Amistadi, Mike Gaiss, Richard Schiller

**Additional Staff:** Tonya Ozone, Kitty Ufford-Chase

5:30pm The meeting started with a quorum.

## Agenda Review - approved with no objections.

### Draft Minutes for 12/5/24

<b>Motioned: Mary Metcalf</b> <b>Seconded: Jeremy Matt</b>	<b>Passed with no objections</b> <b>Passed with objections</b> <b>Failed</b>
<b>Motion: to approve December 5, 2024 minutes.</b>	Approved with no objections

## Public Comment: None

### PreConstruction, Construction and Communications Updates:

**Discussion Summary of Staff Report and Current Updates:** Tonya said that we are in the process of transitioning over to our new accounting software system and that there is great excitement over the comprehensiveness of it. She was also pleased to announce that our new Grants Manager will be Donna Ransmier. She has a strong grants background as well as a background in cybersecurity and IT. Her start date is Jan. 2.

Tonya gave a special appreciation to GB Members that helped with investigating the BEAD Challenge addresses. Together with staff, approximately 1200 addresses have been investigated.

Recently we have also accomplished our annual inventory in all three warehouses.

In the workforce development arena, we have conducted 6 interviews for the warehouse/install technician position that are resulting in 2 job offer letters. This is important as

we ramp up plans to do three additional trainings for that work in 2025: In Barre in April, and in June and September in Newport.

(Richard Schiller entered at 5:39pm.)

In the Communications area we are about to send out an electronic newsletter to everyone in CrowdFiber as well as various Holiday Greetings messaging. Tonya said we have 33 responses to the two Board assessments that the Chair emailed out and that many more responses are hoped for. We are also hoping to open 7 additional zones to customers in the first Quarter of 2025.

(Tom Fisher entered at 5:45pm)

Nick solicited feedback from EC members about what should be the focus for Q1 of 2025 for the EC. He suggested one area to focus on improving is the critical time for when we get close to lighting up an area for the first quarter of 2025. Other focus areas suggested were communicating with folks who we won't get to in the near future and being explicit and clear about the installation process and how it works. Finally, another area to focus on would be getting new people to sign up who can get service now - increasing the Take Rate in particular areas, especially having GB Members get involved in that active outreach. After much discussion, there was general agreement that the homestretch timeline of finishing up construction through to installation will be the focus that EC Members will commit to working on first, beginning in the new year. One of the priorities would be to make the expectations for the customers clear during that time.

### Executive Director Review Process:

<b>Motioned: Mary Metcalf</b> <b>Seconded: Jeremy Matt</b>	<b>Passed with no objections</b> <b>Passed with objections</b> <b>Failed</b>
<b>Motion: to go into Executive Session under the provisions of 1 VSA §313 with EC Members and Board Members in order to discuss personnel matters, finding that premature disclosure could substantially disadvantage the CUD if it were to be made public at this time.</b>	Passed with no objections

Executive session was entered at 6:18pm and ended at 6:51pm. No action was taken.

### Adjourn

<b>Motioned: Mary Metcalf</b> <b>Seconded: Jeremy Matt</b>	<b>Passed with no objections</b> <b>Passed with objections</b> <b>Failed</b>
<b>Motion: To adjourn at 6:53 pm.</b>	Passed with no objections

*Drafted by Kitty Ufford-Chase*