

1 **Northwest Vermont Communications Union District**
2 **PMO Subcommittee Meeting**
3 **August 26, 2021 at 6:00 p.m.**
4 **Hybrid Meeting**
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6 The hybrid meeting was hosted at the NRPC Office located at 75 Fairfield Street in Saint Albans.
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8 Attendance: Brenda Churchill (Bakersfield), Everett McGinley (Montgomery), Sean Kio
9 (Enosburgh & Enosburg Falls), and Emily Klofft (NRPC)
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11 The Committee did not have sufficient members to make quorum. After discussion, members of
12 the Committee decided to discuss the executive director draft position statement.
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14 Discussion of Executive Director Position

15 Members of the Committee discussed proposed changes to the draft executive director position
16 drafted by E. McGinley. B. Churchill suggested mentioning communications with the VCBB. E.
17 Klofft suggested editing the first bullet point to make it clear that the role of the Executive
18 Director would be to coordinate consultant/staff planning efforts, rather than directly complete a
19 broadband plan. The members of the Committee generally agreed that these changes made sense.
20 The Committee members decided to remove a portion of the position description focused on
21 emergency operations. The Committee members drafted language clarifying that the position
22 will be primarily telework but may require an office presence later on. A draft of the position
23 description will be voted on at the Board meeting.
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25 The Committee members discussed how best to structure the position with benefits.
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27 The Committee members informally ended their discussion at 7:23 PM.