

1 **Northwest Vermont Communications Union District**
2 **Executive Committee Regular Meeting**
3 **April 22, 2026 at 10:00am**
4 **Hybrid Meeting**
5

6 **Attendance**

7 Mary Kay Raymond (ED), Chasidy Benjamin (Admin, Clerk), Zachary Burdick (Chair, Georgia), Cathy
8 Ainsworth (Vice Chair, Fairfield), Cheryl Dunn (Alburgh Village, Member at Large), Matthew
9 Stebbins (Sheldon, Member at Large), Mark Stephens (Alburgh, Member at Large), Denise Sullivan
10 (Treasurer), Ellie de Villiers (Consultant), Bob Melcher (South Hero Representative)
11

12 **Call to Order, Roll Call, Adjustments to Agenda**

13 Chair Z. Burdick called the meeting to order at 10:07am, a roll call was conducted, and a quorum
14 was present to conduct business.
15

16 **Public Comment**

17 No public comment.
18

19 **Approval of Minutes 04/08/26**

20 *Z. Burdick motioned to approve 04/08/26 minutes. C. Dunn seconded. C. Ainsworth abstained.*
21 *Motion carried.*
22

23 **Policies**

24 D. Sullivan reviewed the proposed changes to the current Financial Controls Memo document
25 using a shared screen.

26 C. Ainsworth followed up on Bob Melcher's request from the last Governing Board meeting
27 regarding where to include language about providing board members with a spreadsheet at each
28 regular meeting summarizing purchases outside the micro-purchase threshold and any purchases
29 over \$20,000.

30 The committee discussed the informal request and considered whether it should be incorporated
31 into a policy or addressed through another process.

32 The committee agreed that the treasurer will present a monthly detailed purchase report to the
33 Executive Committee and the review, including any anomalies, will be documented in the meeting
34 minutes, rather than creating separate quarterly reports for the full Governing Board. Bob Melcher
35 was present and stated that he was satisfied with this approach.

36 *C. Ainsworth motioned to accept the Financial Controls Memo. C. Dunn seconded. Motion*
37 *carried.*
38

39 **Other Business**

40 M.K. Raymond provided a reminder that an RFQ and RFB are still open on our website and
41 encouraged anyone interested to apply.
42

43 **Adjourn**

- 44 *Z. Burdick motioned to adjourn. M. Stebbins seconded. Motion carried.*
- 45
- 46 Meeting adjourned at 10:48am.