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**Northwest Communications Union District
Executive Committee Regular Meeting
January 24, 2024, at 12:30pm
Virtual Meeting**

Attendance

Mary Kay Raymond (Ops PM), Chasidy Benjamin (Admin, Clerk) Brad Lewis (Business and Finance Manager, Treasurer), Zachary Burdick (Georgia, Chair), Cathy Ainsworth (Fairfield, Vice Chair), Ken Millman (Alburgh, Member at Large), Brenda Churchill (Bakersfield, Member at Large), Stu McGowan (Alburgh, Member at Large)

Call to Order, Roll Call, Adjustments to Agenda

Chair Z. Burdick called the meeting to order at 12:33pm, a roll call was conducted, and a quorum was present to conduct business. There were no adjustments to the agenda.

Public Comment

No members of the public present, therefore no public comment.

Approval of Minutes 01/10/24

K. Millman motioned to approve 01/10/24 minutes. S. McGowan seconded. C. Ainsworth abstained. Motion carried.

Policies for Review

C. Benjamin stated that the changes the Executive Committee suggested were made to the three policies. The documents have been sent out in the board packet for our Governing Board to review as we are requesting their approval at our next meeting on January 25, 2024.

Communications Outreach

K. Millman stated that we should reboot our communications efforts. He mentioned a few ideas for social media posts. He also suggested that we could change our newsletter to an email update. We are working to get the communications efforts started again.

M. K. Raymond stated that there is a documentary that will be shown in Montpelier about the formation of the CUD's. She stated that we will have an opportunity to do a screening locally afterward if we find it useful for our communities to see.

K. Millman reminded staff that it would be helpful from a branding standpoint to find out how GWI would like to advertise. B. Lewis stated that he spoke with Sean Kio who informed him that GWI's marketing person is actively working on this. B. Lewis stated that he will follow up and confirm with GWI on this.

C. Benjamin requested at least one NWFx staff member have admin access to the NWFx Facebook page. K. Millman confirmed that he will go in and make that change, and that if any of the Executive Committee members would like to be added to let him know as well.

Executive Committee Schedule

47 C. Benjamin reminded the Executive Committee that NWFx staff were requesting a time change for
48 the regular Executive Committee meetings as it now conflicts with VCUDA meetings. She informed
49 them that the poll showed the majority chose the time of 10:00am or 10:30am, keeping it on the
50 second and fourth Wednesday of the month.

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52 *Z. Burdick motioned to change the Executive Committee regular meeting to 10:00am on the second
53 and fourth Wednesdays of the month. C. Ainsworth seconded. Motion carried.*

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55 **Other Business**

56 Z. Burdick and M. K. Raymond stated that they will not be able to attend the Executive Committee
57 meeting on February 28, 2024.

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59 M. K. Raymond confirmed that we are actively working on a construction plan and that NWFx staff
60 have had to write the universal service plan. We are working with GWI on this and finishing it today.
61 We have had to make some changes in phase one of construction in order to make our network
62 strong and viable. NWFx is also working with GWI on the construction application. We are working
63 with CTC, a third party, through the state to review our construction application and ensure it is
64 ready to be brought forward to the VCBB. Switching our data does require some pivoting with
65 funding, but we are making sure to explore all options.

66
67 B. Churchill requested an update regarding the office space in Fairfield.

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69 C. Ainsworth stated that we have a plan and NWFx can move in by the date that was decided upon
70 when we met with Fairfield. She is continuing to work on the final lease to distribute.

71
72 B. Churchill stated that she is ready to assist with finding furniture and waiting for a list of our office
73 furniture needs.

74
75 B. Lewis is working on getting utilities set up in Fairfield once we have the lease signed.

76
77 **Adjourn**

78 *Z. Burdick motioned to adjourn. B. Churchill seconded. Motion carried.*

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80 Meeting adjourned at 1:09pm.

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