

1 **Northwest Communications Union District**
2 **Executive Committee Regular Meeting**
3 **February 14, 2024, at 10:00am**
4 **Virtual Meeting**
5

6 **Attendance**

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

10
11 **Call to Order, Roll Call, Adjustments to Agenda**

12 Chair Z. Burdick called the meeting to order at 10:05am, a roll call was conducted, and a quorum
13 was present to conduct business. There were no adjustments to the agenda.
14

15 **Public Comment**

16 No members of the public present, therefore no public comment.
17

18 **Approval of Minutes 01/24/24**

19 *K. Millman motioned to approve 01/24/24 minutes. Z. Burdick seconded. Motion carried.*
20

21 **Financial Review**

22 B. Lewis presented and explained January's financial statements via shared screen.
23 The Executive Committee recommended that the financial statements clearly reflect the non-grant
24 income we are using. A brief conversation took place regarding the format of the financial
25 statements. A conclusion was made that we need to be able to explain to the public the amount of
26 funds we have remaining, and exactly which funds are being used. It was recommended that the
27 treasurer create a separate informational page to indicate the funding that we have available and
28 explain the non-grant funds that are being used. When non-grant funds appear on the financial
29 statements, we should then put an asterisk next to those funds indicating to reference said
30 informational page.
31

32 **Yearly Representative Appointments**

33 C. Benjamin stated that we have sent out reminders to towns to appoint their annual
34 representatives. She is looking for ideas and engagement from the Executive Committee to reach
35 the towns to ensure they assign a representative.
36

37 C. Ainsworth recommended that NWFx staff attend each town's selectboard meetings. M. K.
38 Raymond advised that it is the responsibility of the board members to recruit other board
39 members. C. Ainsworth stated that she would be willing to look at the list of towns that lack
40 participation and reach out to them individually.
41

42 C. Benjamin confirmed that she keeps a detailed spreadsheet of town attendance and will filter
43 through the towns that have low participation and provide it to Cathy. Z. Burdick agreed Chasidy
44 and Cathy can work together to reach out to these towns first and let them know their community
45 isn't being represented.
46

47 The Executive Committee also agreed that we need to provide updates to keep the community
48 involved and interested in our project. It was acknowledged that there is a lot of information we
49 cannot yet divulge but we should still give some public update that reflects all of our time and
50 efforts that we are putting in to ensure this project is successful.

51

52 K. Millman agreed to partner with NWFx staff in other meetings regarding marketing.

53

54 **Operational Update**

55 M. K. Raymond stated that the construction grant was submitted, we have completed some
56 modeling. It needs to be finalized and updated and then will be submitted on February 19th, 2024.

57

58 M.K. Raymond reported that we also have some additional grant opportunities. We have worked
59 hard to shift numbers as needed to make this a viable network. We hope to share this at the next
60 Executive Committee meeting. VCBB will be presenting in March, and we will have GWI and NWFx
61 Chair in attendance.

62

63 B. Lewis reported that BEAD funding is a large topic with VCUDA and VCBB, he stated that this will
64 be a big lift to apply for. VCBB has taken some of the funds that they have been awarded for the
65 overall project and created a sub grant called potential subrecipient support. They will be
66 distributing funds to help CUDs plan and get ready to do the BEAD application. February 19th, 2024
67 is the deadline for this to be submitted and we are working with Pivot Tech to write this in order to
68 have it submitted in time. This is a competitive grant application process and not everyone that
69 applies is entitled to receive funds. VCBB set aside a million dollars total to divide amongst CUDs
70 that apply, they have already approved three CUDs applications for funds, so NWFx is working
71 diligently to get ours submitted as soon as possible.

72

73 B. Lewis stated that the banking has been updated for NWFx. Sean Kio was removed from the bank
74 account which caused some issues with debit cards and downloading financial statements;
75 however this has been resolved.

76

77 NWFx staff thanked the Executive Committee for their continued support and engagement.

78

79 Z. Burdick reminded the committee that he will not be here for the next scheduled meeting and
80 asked the Vice Chair to run the meeting. C. Ainsworth agreed that she would.

81

82 **Other Business**

83 K. Millman asked Brad if we have directors' and officers' liability insurance for board members. B.
84 Lewis stated that he will check to see if it extends to board members.

85

86 C. Benjamin asked if we could share the content from the NWFx annual report flyer on Facebook.
87 Z. Burdick will review the flyer and upon approval Chasidy and Ken will work together to format the
88 posts for this information.

89

90 **Adjourn**

91 *C. Ainsworth motioned to adjourn. Z. Burdick seconded. Motion carried.*

92

93 Meeting adjourned at 11:23am.