

1 **Northwest Communications Union District**
2 **Executive Committee Regular Meeting**
3 **March 13, 2024, at 10:00am**
4 **Virtual Meeting**
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6 **Attendance**

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

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

12 Vice Chair C. Ainsworth called the meeting to order at 10:07am, a roll call was conducted, and a
13 quorum was present to conduct business. There were no adjustments to the agenda.
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15 **Public Comment**

16 No members of the public present, therefore no public comment.
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18 **Approval of Minutes 02/14/24**

19 *K. Millman motioned to approve 02/14/24 minutes. C. Ainsworth seconded. Motion carried.*
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21 **Board Attendance**

22 C. Benjamin stated that she is drafting a possible amendment to our bylaws addressing board
23 attendance. We do not currently have this included in our bylaws. She will send this to the
24 Executive Committee for their review before we bring it to the full Governing Board for adoption.
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26 C. Ainsworth asked if she should hold off on contacting the current representatives with poor
27 attendance. C. Benjamin confirmed that this would be best since representative appointments are
28 due in April, therefore we will possibly have new representatives for those towns currently lacking
29 participation.
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31 **Financial Review**

32 B. Lewis presented and explained February's financial statements via shared screen.

33 B. Lewis also shared the newly developed financial summary sheet that was recommended by the
34 committee at our previous meeting.
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36 **Worker's Compensation Audit**

37 B. Lewis explained that this year our worker's compensation audit asked for board officers to be
38 included for coverage, therefore the price of coverage will increase from last year. B. Lewis was
39 able to get the Chair and Vice Chair exempt from coverage as they are only participating in board
40 meetings. In order to avoid these additional charges next year, NWFx can fill out a form ahead of
41 time to exempt the Vice Chair and the members at large. We will not be able to exempt the Chair
42 as he is now more involved in the day-to-day operations.
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44 The Executive Committee agreed that this form should be filled out to exempt those members. K.
45 Millman suggested that we should look for a new insurance company to provide our Worker's
46 Compensation coverage, C. Ainsworth agreed.

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Operational Update

M. K. Raymond reported:

- We have been approved for our subrecipient grant through VCBB. This is a reimbursement grant where we will have to submit for reimbursement of funds. Once we officially receive our contract for this, we can create an RFP for our BEAD application.
- We have been working with GWI for our ARPA funds. We discovered a financial challenge, however GWI was able to correct this by working on it over the weekend. We are now waiting for an updated business plan. Once the business plan is reviewed by NWFx staff this will be submitted back to CTC, our third-party reviewer through the state.
- VCBB has put us on their agenda for April 1st to make a decision on our construction grant.
- BEAD Volume 1 has just been released and they are going to start to accept challenges. Chasidy and MK will work to discover any challenges we might have as well as mapping to back them up.
- NWFx staff has been actively participating in VCUDA meetings.

Other Business

K. Millman asked Brad if we had confirmed having directors' and officers' liability insurance for board members. B. Lewis stated that we do, and board members are covered.

Adjourn

K. Millman motioned to adjourn. S. McGowan seconded. Motion carried.

Meeting adjourned at 10:58am.