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**Northwest Communications Union District  
Executive Committee Regular Meeting  
April 10, 2024, at 10:00am  
Virtual Meeting**

**Attendance**

Mary Kay Raymond (Ops PM), Chasidy Benjamin (Admin, Clerk) Brad Lewis (Business and Finance Manager, Treasurer), Zachary Burdick (Georgia, Chair), Ken Millman (Alburgh, 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 10:09am, a roll call was conducted, and a quorum was present to conduct business. There were no adjustments to the agenda.

**Public Comment**

An unidentified member of the public was present but no public comment.

**Approval of Minutes 04/03/24**

*Z. Burdick motioned to approve 04/03/24 minutes. K. Millman seconded. Motion carried.*

**Financial Review**

B. Lewis presented and explained the March and quarterly financial statements via shared screen.

There was some discussion regarding non grant funds. B. Lewis stated that the rent for the Fairfield office and office supplies were not budgeted for 2024 so they are categorized under non grant funds. Z. Burdick confirmed that we need to ensure this is included in the 2025 budget.

**Other Business**

C. Benjamin showed the committee pictures of items that have been ordered for the Fairfield office via shared screen.

M.K. Raymond asked Stu if he knew someone local that could make a sign for the building. S. McGowan stated that he would look into this.

**Adjourn**

*Z. Burdick motioned to adjourn. S. McGowan seconded. Motion carried.*

Meeting adjourned at 10:36am.