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**Northwest Communications Union District
Executive Committee Regular Meeting
April 12, 2023, at 12:30pm
Virtual Meeting**

Attendance

Sean Kio (ED), Mary Kay Raymond (Ops), Chasidy Benjamin (Admin), Zachary Burdick (Georgia, Chair), Cathy Ainsworth (Fairfield, Vice Chair), Ken Millman (Alburgh, Member at Large), Stu McGowan (Alburgh, Member at Large), Brenda Churchill (Bakersfield, 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 3/15/23

Z. Burdick motioned to approve 03/15/23 minutes. S. McGowan seconded. Motion carried.

NRBC Grant

S. Kio stated that Northern Borders has a grant program called a catalyst program. In this, Vermont would be allocated \$11 million, NWFx was advised by the VCBB to explore this grant. S. Kio stated that he is unsure if we should apply for the grant as it would require us to partner with another CUD and we would be required to match 50% of the funds to qualify. NWFx would also have to submit a letter of intent within the week, and it would require us to hire NRPC as our administrator.

S. McGowan stated that we should not move forward with spending our time on applying for this grant as it appears to be a lot of work and not a lot of financial gain. There are many restrictions and policies and we do not possess the funds to match.

ISP Update (executive session)

Z. Burdick motioned to enter Executive Session including NWFx Staff to review further ISP Update details whereas premature general public knowledge regarding the related ISP Update details would clearly place the public body, or a person involved at a substantial disadvantage. C. Ainsworth seconded. Motion carried.

Z. Burdick reported that the group had a discussion regarding ISP Updates but noted that no action was taken in Executive Session other than to end Executive Session.

Operational Update

S. Kio reported:

- We have begun our 2022 audit with the same firm that we used for our past audit, and we are ahead of schedule with completing this for the year.
- Telco Insurance Audit is complete.
- Staff is working on additional tools to communicate progress and reporting to the Governing Board as well as the Executive Committee. Looking at options to restructure the monthly

48 Executive Director's update. Also, working on an organizational dashboard to display progress
49 on construction that would be available for the NWFx board to view.

- 50 • Next Regular Governing Board Meeting is April 20, 2023.
- 51 • Chasidy has been collecting appointment forms from our communities to appoint or reappoint
52 representatives. These are due April 24, 2023.
- 53 • NWFx Governing Board will meet again on May 9, 2023, to complete officer appointments.
- 54 • We have a potential opportunity to purchase fiber from a neighboring CUD, we are working out
55 those details.
- 56 • NWFx needs a trademark lawyer. S. McGowan stated that he has one and will send Sean the
57 contact information.
- 58 • NWFx will do a press release once we can announce partnership with our chose retail ISP.

59
60 **Other Business**

61 None.

62
63 **Adjourn**

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

65
66 Meeting adjourned at 1:00pm.

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