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**Northwest Communications Union District
Executive Committee Special Meeting
June 15, 2022 at 10:00am
Virtual Meeting**

Attendance

Sean Kio (ED), Chasidy Benjamin (Admin), Zachary Burdick (Georgia, Chair), Cathy Ainsworth (Fairfield, Vice Chair), Ken Millman (Alburgh, member at large), Elisabeth Nance (Swanton Town and Village, Clerk)

Call to Order, Roll Call, Adjustments to Agenda

Chair Z. Burdick called the meeting to order at 10:06am, a roll call was conducted and there were no adjustments to agenda.

Public Comment

There were no members of the public present, therefore no public comment.

Approval of Minutes 3/22/22, 5/18/22, 6/2/22

3/22/22, 5/18/22 and 6/2/22 minutes were approved. K. Millman abstained from 3/22/22 minutes. Motion carried.

Delegation of Authority

S. Kio shared the delegation of authority document via shared screen. The Executive Committee reviewed the document and made changes that were proposed by the Governing Board at the last meeting. This will be brought to the Governing Board at the next regular meeting for approval.

Board Development

S. Kio stated it would be helpful for the Executive Committee to assist with the development of the board. This would be to help find town representative alternates as well as filling town representative vacancies. It is important for us to have these representatives for meetings so we can achieve quorum and conduct business. The Executive Committee agreed they would look into how they can help.

Code of Conduct

S. Kio stated that we were going to try and adapt NRPC's code of conduct when it was complete. He has heard that it is not an ideal result to base our code of conduct around. He stated the importance of having a code of conduct and ensuring that we can still get this done.

Z. Burdick stated he would reach out to some board members on other boards that he knows to see if they might be able to be a resource for us.

Board Report

S. Kio announced that he would like to have a more interesting format for the monthly update report that will be provided to the board. He will put together a template to share with the Executive Committee. S. Kio asked the Executive Committee if they had any highlights they would like to see in the report to let him know, as he would like to develop the monthly report with updates that board members are interested in.

OPSEC

48 S. Kio suggested that we seek to adopt an SOP for how we assign confidentiality to documents and who
49 can view them. S. Kio wondered if other groups have rules or policies around documents and their level
50 of confidentiality. Most of our documents are public, but contracts and business plans should remain
51 confidential, and we should have some rules around that.

52

53 Z. Burdick indicated that from a security standpoint this is an important policy to adopt or find a way to
54 label the information. This will be investigated further.

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56 **Other Business**

57 None.

58

59 **Adjourn**

60 *K. Millman motioned to adjourn. C. Ainsworth seconded. Motion carried.*

61

62 Meeting adjourned at 10:52am.

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