

1 Northwest Communications Union District
2 Executive Committee Regular Meeting
3 October 9, 2024, at 10:00am
4 Virtual Meeting
5

6 **Attendance**

7 Mary Kay Raymond (Ops PM), Chasidy Benjamin (Admin, Clerk), Denise Sullivan (Treasurer),
8 Zachary Burdick (Georgia, Chair), Stu McGowan (Alburgh, Member at Large), Brenda Churchill
9 (Bakersfield, Member at Large)

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

12 Chair Z. Burdick called the meeting to order at 10:03am, 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 09/25/24**

19 *Z. Burdick motioned to approve 09/25/24 minutes. B. Churchill seconded. Motion carried.*
20

21 **Draft Budget Review (executive session)**

22 *Z. Burdick motioned to enter Executive Session including NWFx Staff to review further Draft Budget*
23 *details whereas premature general public knowledge regarding the related Draft Budget details*
24 *would clearly place the public body, or a person involved at a substantial disadvantage. S.*
25 *McGowan seconded. Motion carried.*
26

27 Z. Burdick reported that the group reviewed the draft budget but noted that no action was taken in
28 Executive Session other than to end Executive Session.
29

30 *Z. Burdick motioned to approve the draft budget as ready to be presented and reviewed by the*
31 *Governing Board at next week's meeting. B. Churchill seconded. Motion carried.*
32

33 **Treasurers Report (executive session)**

34 D. Sullivan stated that financially we are able to meet our obligations, and we are solvent. She
35 requested a motion to move into executive session to discuss details of her initial examination of
36 NWFx finances.
37

38 *Z. Burdick motioned to enter Executive Session including NWFx Staff to review further Treasurers*
39 *Report details whereas premature general public knowledge regarding the related Treasurers*
40 *Report details would clearly place the public body, or a person involved at a substantial*
41 *disadvantage. S. McGowan seconded. Motion carried.*
42

43 Z. Burdick reported that the group had a discussion regarding the treasurers report but noted that
44 no action was taken in Executive Session other than to end Executive Session.
45

46 **Operational Update (executive session)**

47 *Z. Burdick motioned to enter Executive Session including NWFx Staff to review further Operational*
48 *Update details whereas premature general public knowledge regarding the related Operational*

49 *Update details would clearly place the public body, or a person involved at a substantial*
50 *disadvantage. S. McGowan seconded. Motion carried.*

51
52 Z. Burdick reported that the group had a discussion regarding operational updates but noted that
53 no action was taken in Executive Session other than to end Executive Session.

54
55 **Board Event**

56 Z. Burdick stated that we sent out a survey to see how many board members were interested in
57 attending an in-person event. Considering the time and effort it would take from staff and the
58 results we received from the survey, it has been decided that there is not enough interest to hold a
59 board appreciation event at this time. We will dedicate the remainder of the year to focus on
60 preparing for a successful 2025.

61
62 **Other Business**

63 Z. Burdick stated that we have engaged our external vendors, Vertek for the Microsoft 365 audit.
64 Any concerns they find will be addressed to ensure that we are compliant.

65
66 Z. Burdick mentioned that he has been finalizing the office set up. He spoke with Cathy who will
67 reach out to the select board next week regarding the holes that need to be drilled for the conduit.

68
69 **Adjourn**

70 *Z. Burdick motioned to adjourn. B. Churchill seconded. Motion carried.*

71
72 Meeting adjourned at 11:00am.