

1 Northwest Communications Union District  
2 Executive Committee Regular Meeting  
3 October 13, 2023, at 12:30pm  
4 Virtual Meeting  
5

6 **Attendance**

7 Sean Kio (ED), Zach Burdick (Georgia, Chair), Ken Millman (Alburgh, Member at Large), Stu McGowan  
8 (Alburgh, Member at Large), Brad Lewis (Treasurer)  
9

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

11 Chair Z. Burdick called the meeting to order at 12:31pm, a roll call was conducted, and a quorum was  
12 present to conduct business. There were no adjustments to the agenda.  
13

14 **Public Comment**

15 No members of the public present, therefore no public comment.  
16

17 **Approval of Minutes 9/13/23**

18 *Z. Burdick motioned to approve 9/13/23 minutes. K. Millman seconded. Motion carried.*  
19

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

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

26 Z. Burdick reported that the group had a discussion regarding Draft Budget Review but noted that no  
27 action was taken in Executive Session other than to end Executive Session.  
28

29 **Policy Considerations**

30 S. Kio stated that upon receipt of our audit results we were advised to adopt a few additional policies to  
31 secure our financial wellbeing. Sean is continuing to draft a Financial Management Policy, and Chasidy  
32 drafted a Fraud Policy. There was also a recommendation that we have a Compensation Policy,  
33 however this is already addressed in our Personnel Policy, we will only need to make a small  
34 amendment to the current Compensation Policy within the Personnel Policy to ensure everything is  
35 covered. We will need approval from the Governing Board when these are ready, but NWFx staff would  
36 like the Executive Committee to have a first look at the documents.  
37

38 The Executive Committee agreed to table this item until all the policies are ready for review.  
39

40 **Other Business**

41 S. Kio stated that we received positive feedback from our Board Social gathering in September. GWI  
42 appreciated being able to come and meet some of the board members.  
43

44 S. Kio stated that NWFx staff and GWI are actively working on our next steps with modeling and  
45 refinement of the design.  
46

47 **Adjourn**

48 *K. Millman motioned to adjourn. Z. Burdick seconded. Motion carried.*

49

50 Meeting adjourned at 1:10pm.

51