

Addison County Communications Union District

Executive Committee Meeting Agenda

October 8, 2020

4:00 PM - 5:00 PM

VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/81471234554?pwd=Vm4vRHMvRzcxV1I5c3lkZ050ZG9Vdz09>

Meeting ID: 814 7123 4554

Passcode: 171086

Join by phone: 1 (646) 558 8656

1. Welcome/Introductions
2. Approval of previous meeting Minutes
3. Agenda approval
4. Administrative actions pending
 - a. Secretary of State filing
 - b. DUNS #
 - c. Bank Account
 - d. Insurance
5. Review and status of in-progress activities
 - a. \$60k grant: Feasibility study and Business Plan - consultants engaged
 - b. \$100k grant: CUD establishment and first steps - checks must be written by 12/20
 - c. \$10k grant: Vermont community fund - no strings
6. Hiring ACRPC to act as clerk and bookkeeper - invoice pending approval
7. Identifying/hiring governmental liaison support (scope description TBD). Quotation required
8. Recruitment of new members - Adam
9. Task List and budget
10. Marketing subcommittee - CARES funding
 - a. Scope includes coordination with Website creation committee, CUD name change, press release, identifying marketing company, marketing plan, publishing introductory document, possible community survey/ mailing, Architecture/Outline of pre-subscription campaign, process development for pre-subscription program, other duties as assigned
 - b. Target: successful marketing company engaged by no later than November 5
11. Website creation subcommittee - CARES funding
 - a. Coordination with Marketing Committee, selected domain secured, website in place, user training
 - b. Target: website design entity engaged by no later than November 5
12. Finance subcommittee
 - a. Work with ACRPC to establish standard procedures for Day 1 operations
 - b. Scope includes but not limited to AP, AR, GL
 - c. Hire consultant to access capital to jumpstart ACCUD efforts when CARES funds expire (Must be coordinated with RISI/ValleyNet business plan)
13. Subcommittee chairs selected
14. Collaboration platform - Dan Sonneborn
15. Housekeeping
 - a. Meeting minutes written vs. recorded
 - b. MS word/Excel default internal platform
 - c. Adobe acrobat/PDF external platform
 - d. Meeting minute taker assignment (extemporaneous notes and document creation)
 - e. Monthly Grant Progress report creation assignment
 - f. Executive committee spending threshold without RFP (\$5,000?)
 - g. Zoom professional membership \$150/yr.
 - h. Secure a credit card
 - i. Executive Committee contact list deliverable: Arabella, Steve Pilcher
 - j. Central documents repository
 - k. Timing for transition to autonomous operation
16. Future meeting: 4 PM October 15
17. Adjourn

Addison County Communications Union District Members

Bristol
Lincoln
Orwell
Starksboro

Cornwall
Middlebury
Ripton
Waltham

Ferrisburgh
Monkton
Salisbury
Weybridge

Leicester
New Haven
Shoreham