



Date Approved: August 19, 2021

Addison County Communications Union District dba Maple Broadband

Executive Committee Minutes

August 12, 2021

3:30 PM - 5:00 PM

Present: Steve Huffaker, Magna Dodge, Nancy Cornell, Ellie Hagopian, Dan Sonneborn

1. Call to order by Steve Huffaker at 3:31
2. Approve the Agenda - Magna Dodge made a motion to approve today's agenda Dan Sonneborn seconded. Approved
3. Previous meeting minutes approval: August 5 - Dan made a motion to approve meeting minutes from August 5, 2021. No second. Tabled until next time;
4. Financial
 - a. Grants - Nancy Cornell and Steve Huffaker provided an update on grants. We are still waiting to hear on two USDA grants (Rural Business Development: \$30,000; Community Facilities & Technical Assistance: \$150,000) and still waiting to hear on a Cerf grant (\$5,000). We have not yet received the H315 funds (\$62,250) for which we have a fully executed Grant Agreement.
 - b. Auditor RFP - Steve Huffaker provided an update. This still in the works by Ellie Hagopian and Cy Tall
 - c. Bookkeeper search - Steve Huffaker provide an update: no new information. Cy Tall is working on this
 - d. Treasurer - Steve Huffaker provided an update -transition to our new treasurer (Cy Tall) will happen in September.
Nancy Cornell reported on the work going on with Arabella Holzapfel, Cy Tall, and April Clodgo to journal expenditures from CARES to the VCF grant. This won't be a big change but may require filing an amended closing report for CARES.
Dan Sonneborn suggested that it may make sense to have invoices sent to a separate email address not associated with a person
5. Operations
 - a. Accounting Policy - Steve Huffaker provided an update - Finalizing this policy is currently in Cy Tall's hands. We are aiming to finalize this within a month.
 - b. Purchasing Policy - Steve Huffaker provided an update on the revised draft. Magna Dodge has reviewed the draft policy, and she noted that a Sealed Bid Process at RFPs exceeding \$30K has been called for in the draft, in keeping

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Orwell
Shoreham
Weybridge

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Panton
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with the open meeting law. **We will discuss the latest draft for decision at our next meeting.**

- c. Ellie Hagopian provided this update: no emails. Only form response asked to be kept up to date. **Ellie Hagopian will add this name to the spreadsheet Dan Sonneborn has created. Dan Sonneborn will make sure that going forward, new folks automatically receive a sign up for the newsletter.**
- d. VCBB (Vermont Community Broadband Board) meeting - Steve Huffaker sat in on the first VCBB meeting. VCBB will be looking at our build schedule with a focus on making sure unserved and underserved are served first. **Magna Dodge will check with John Van Housen on how to make sure our Design firm has information on unserved and underserved households in our build territory.** We want VPS's help in determining our build sequence. This is important so that our first pole surveys and first detailed design work can begin. VPS and Steve Huffaker are discussing where our build will location tie in with our Operating Partner's system. We are looking for a handful of likely tie-in ("peering" locations.)
- e. Steve Huffaker reported that we were been invited by NRTC to meet. Steve Huffaker and Magna Dodge met with them. Steve and Magna learned a lot from the meeting. We may becoming a member (might be \$1,000 or \$500 per year) with NRTC for ongoing consulting. We might have access to CrowdFiber through that membership. NRTC will get back to us on this question.

6. Marketing report

- a. Actions: Press Release/FAQ/Website/Newsletter/other - More on this later in the meeting
- b. "Welcome to Middlebury USA" (business cards, poster, candies?) - 4 hours, Saturday, September 4 - 11:00am to 3:00pm. Labor Day weekend. Should we do it? Should we have a table? Looks like we're doing it! Magna Dodge can do 2 pm-3pm. Dan Sonneborn may be able to do all of it. **Steve Huffaker will send an email out to all of us to check on our availability.**
- c. Pivot Group Marketing agency - Dan Sonneborn will be connecting with this group (recommended by our operating partner) to see their capabilities and what recommendations they may have for us at this point.

7. Other business - none

8. Executive Session if needed

Motion by Steve Huffaker that he found that premature general public knowledge of Maple Broadband's discussions about the operating agreement would clearly place Maple Broadband at a substantial disadvantage because it risks disclosure of Maple Broadband's negotiations strategy if it were to be communicated to the public, the motion was seconded by Magna Dodge and all members present approved the motion.

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Motion by Steve Huffaker to enter into Executive Session at 4:15 pm for a discussion regarding the operating agreement and other confidential matters under Title 1, Section 313, Subsection A of the Vermont Statutes which was seconded by Magna Dodge. All members present approved the motion.

The group came out of executive session at 5:07

9. Next meeting: August 19, 3:30-5:00.

10. Adjourn motion by Magna Dodge. Seconded by Dan Sonneborn. All members present approved the motion and the meeting was adjourned at 5:07.

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