



Date Approved: August 26, 2021

Addison County Communications Union District dba Maple Broadband

Executive Committee Meeting Minutes

August 19, 2021

3:30 PM - 5:00 PM

Location: VIA ZOOM

1. Call to order

Steve Huffaker, the Chair of the Addison County Communications Union District (“ACCUD”) dba Maple Broadband, welcomed the representatives of the Executive Committee to the meeting, and called the meeting to order at 3:31 pm.

Steve Huffaker, Chair, Ferrisburgh;
Dan Sonneborn, at large representative from Bristol;
Magna Dodge, at large representative from Cornwall;
Ellie Hagopian, at large representative from New Haven;
Arabella Holzapfel, Treasurer, ex-officio representative from Ferrisburgh;
Cy Tall, Bookkeeper;
Robyn King, Minute Taker.

2. Approve the Agenda

Magna Dodge moved to approve the agenda with Ellie Hagopian seconding the motion and the motion passed unanimously.

3. Previous meeting minutes approval - August 5th, August 12th

Magna Dodge made a motion to approve the meeting minutes from August 5th and August 12th which was seconded by Ellie Hagopian and the motion passed unanimously.

4. Financial

a. Grants

It was noted that the delivery of moneys from Round 1 and Round 2 H315 grants were incoming. It was discussed that the Vermont Community Foundation Cerf grant was not awarded to Maple Broadband.

Maple Broadband Member Towns

Addison
Ferrisburgh
Monkton
Ripton
Vergennes

Bridport
Leicester
New Haven
Salisbury
Waltham

Bristol
Lincoln
Orwell
Shoreham
Weybridge

Cornwall
Middlebury
Panton
Starksboro
Whiting

b. Auditor RFP

Ellie Hagopian explained that the RFP had been sent along to Cy Tall for review.

c. Bookkeeper search

It was noted that there was a continued search for a bookkeeper, with some prospective leads, with Cy Tall taking the lead on the search.

d. Treasurer

Arabella Holzapfel noted that the account had approximately \$24,000 in funds. There was discussion of having a standard Treasurer email for invoices, with consensus that this should be created and used.

5. Operations Report

a. Accounting Policy

There was a presentation of the Policy and the changes made. Steve Huffaker made a motion to approve the Financial, Accounting and Auditing Policy with changes made and the exception that the references to the National Bank of Middlebury have been retained, which was seconded by Magna Dodge and the motion passed unanimously.

b. Purchasing Policy

There was a presentation of the Purchasing Policy and discussion of proposed changes. Magna Dodge made a motion to approve the Purchasing Policy, which was seconded by Ellie Hagopian. The motion passed unanimously.

c. Other

Steve Huffaker noted that the VCCB had expressed that they would cover administrative expenses and it would be worth identifying which expenses they may be interested in setting aside for this. There was discussion of the search for a replacement minute-taker, with some candidates having been identified.

There was discussion of adding a page on the website concerning news, a proposal received from Place Creative regarding maintenance services, and the context from that proposal. It was agreed that a more holistic RFP regarding



marketing services would be appropriate as a next step, with Dan Sonneborn taking the lead on development.

d. **Ellie Report**

Ellie Hagopian noted there was a person from Panton explaining they would like to be in touch.

6. **Marketing Repor**

a. **Welcome to Middlebury USA**

It was noted that this will be taking place on that Saturday of Labor Day weekend and that Steve Huffaker would be present for the event, with Dan Sonneborn, Magna Dodge, Ellie Hagopian, and Cy Tall able to be present at some points of the day.

b. **Pivot Group Marketing agency**

There were no updates on this item.

7. **Executive Session**

Steve Huffaker moved 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 consented to the motion.

Steve Huffaker moved to enter into Executive Session 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 and all members present consented to the motion.

8. **Future Meeting: August 26th**

9. **Adjourn**

Magna Dodge moved to adjourn the meeting, and the motion passed unanimously. The meeting was adjourned at 5:09 pm.