



## CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

September 5, 2023

### **Minutes Short Summary**

Jennille Smith introduced the recently hired Community Relations Manager, Olivia Kantyka. Approval of the minutes for the June 20, July 4, July 8, August 1, and August 15<sup>th</sup> minutes was delayed. Laurie Beth Putnam reported that reconciled reports are not yet available and agreed with Jerry Diamantides that the Treasurer's Report should be removed from the agenda for the first meeting of the month of the Executive Committee from now on. For construction, Jennille Smith reported that CLO3 is waiting for Hardwick Electric, and Lucas Stubbs reported that splicing is now happening in conjunction with construction, which speeds up the process. Jennille Smith explained a streamlined Purchase Order procedure is now in place in the warehouse, while Eustis has been able to supply some of the needed materials. Jennille Smith noted with friendlies lit in CL01 and about to be lit in CL02 and the Rumney School, CVFiber is on the brink of having its first paying customers. Jennille Smith reported that CrowdFiber is becoming more user friendly, particularly with the upcoming addition of a My Account section for subscribers, while Olivia Kantyka emphasized the importance of a user experience that creates trust while not setting unrealistic expectations. A ribbon-cutting launching event is currently planned for September 20, from noon-1pm. Allen Gilbert explained that a lawyer has made additions to the HR policy and this version is now being examined by members of the Policy Committee to determine which sections can be sent to the Executive Committee for approval. The meeting entered an Executive Session to discuss the 2024 budget.

## **2023-10-03 Executive Committee Minutes CVFiber**

**Others Present:** Jennille Smith (Executive Director), Linda Gravell (Waterbury), Lucas Stubbs (Operations Manager), Laurie Beth Putnam (Treasurer), Olivia Kantyka (Community Relations Manager), and John Russell (Guest)

**Call to order:** Jerry Diamantides called the meeting to order at 5:02pm.

### **Additions to the agenda:**

- None

### **Public comment**

- None

### **Community Relations Manager**

- Jennille Smith introduced Olivia Kantyka, the new Community Relations Manager.
- Olivia Kantyka gave a brief history of her career, and explained her activities during her first week with CVFiber. She emphasized that she hopes to be a resource for all involved.

### **Prior Meeting Minutes**

- Approval of the June 20, July 4, July 8, August 1 and 15, 2023 minutes was delayed.

### **Treasurer's Report**

- Laurie Beth Putnam reported that she sent out a preliminary report for August and a preliminary report for the year as of August 31, 2023. No reports have yet been reconciled.
- Jerry Diamantides asked if he should stop putting the Treasurer's Report on the agenda for the first Executive Committee meeting of each month and Laurie Beth Putnam agreed.

### **Construction Update and Outlook**

- Jennille Smith reported that there are still hold-ups in CL03 because Hardwick Electric needs to do some work.
- Lucas Stubbs noted that splicing is also being done in the Rumney School area so that building and splicing are happening together.
- Allen Gilbert asked Lucas Stubbs to explain splicing, which Lucas Stubbs explained is the fusion of fiber to glass to give a continuous connection.
- Jennille Smith said that Eustis has also added some crews and some lost splicers have returned.

### **Materials and Warehousing**

- Jennille Smith reported that Eustis was able to provide some needed materials. She added that a new steam-lined PO process is now in place.

### **Operations Update and Outlook**

- Jennille Smith reported that highlights include that six friendlies are lighted in CL01, and in CL02, CVFiber is working on additional friendlies, as well as in Rumney School OLT. We are also about to light up paying customers.
- Lucas Stubbs added that the cabinet is about to be lit in Rumney School OLT, so he expects to see a lot of progress shortly.

### **Marketing Update & Outlook**

- Jennille Smith summarized the first week, and explained that CVFiber has hired a firm to help with CrowdFiber and she reports that CrowdFiber is becoming more user friendly and will be an important piece of customer interaction. Olivia Kantyka is assisting with the website update, particularly adding a My Accounts section so paying customers interact. Olivia Kantyka has also designed some customer learning tools.
- Jennille Smith also described the launching of a ribbon-cutting event planned for noon - 1pm on September 20, 2023. An invitational list is started. Olivia is working with VCCB's marketing specialist to get out a press release.
- Olivia Kantyka said that customer experience is key; we want to be careful with our messaging so we are trusted and do not over-promise.

### **HR Policy Update**

- Allen Gilbert explained that Jennille Smith has been working with an attorney on the Human Relations policy. Our 13-page policy is now 34 pages, so we have a lot to review. Three of us on the Policy Committee are going through which changes are needed, which do not fit CVFiber, and what are the next steps. Allen Gilbert did not think that the review could be completed in time for the next Executive Committee meeting, but sections might be ready for review.
- Linda Gravell asked if the Policy Committee meeting would be at 5pm, but Allen Gilbert replied that the meeting would be at 8pm.
- Siobhan Perricone added that some sections are boilerplate because they are the law and these sections could be approved. Allen Gilbert agreed.

### **2024 Budget Discussion**

- Jerry Diamantides noted that the Governing Board needs to approve a 2024 budget in October so that we can send it out for public notice and have a public meeting in November. Then we need to get our budget out to the Towns in December. This budget is different because our forecasting is better informed as we have begun construction and have had an audit. We can also track expenditures by category to assist our forecasting.
- MOTION (Ray Pelletier, second Siobhan Perricone)  
*Move that we enter executive session to discuss records that are confidential pursuant to 1 V.S.A. § 313(a)(6), specifically Budget, Strategic Plans & Funding that relate to our strategic planning*

*And invite into executive session all staff, delegates, alternates, and the Treasurer IAW 1 V.S.A. § 313(b).*

Passed unanimously.

- Enter: 5:33PM
- Exit: 6:20PM
- No action came out of executive session

### **2024 Budget Discussion**

- Laurie Beth Putnam complimented the outstanding energy and commitment of the volunteers on CVFiber's committees.
- David Healy asked when CVFiber would move to a federally sanctioned budget structure. Jerry Diamantides said it was too late for 2024. Ray Pelletier added that VCUDA would be working with the CUDs on this issue. Jerry Diamantides added that this is why CVFiber may need professional assistance. Jeremy asked if Northern Borders might have funding. Ray Pelletier noted that \$1.2 million went to VCUDA, which may allow some assistance to CVFiber.
- Chuck Burt thanked Ray for his contribution to the budget process.

### **Adjourn at 6:25pm**

- **Motion to Adjourn:** Jerry Diamantides.

Respectfully submitted,  
Jeremy Matt, Clerk