Bristol Bay TELEPHONE COOPERATIVE INC

**REGULAR BOARD MEETING MINUTES**
**15 October 2025**

## A. CALL TO ORDER

1. The Regular Meeting of Bristol Bay Telephone Cooperative, Inc. Board of Directors was called to order by Board President Michael Swain Jr. at 6:05 PM.

## B. ROLL CALL

1. Individuals attending the meeting included Directors Nicholas Holmes, Coutney Hoiby, David Williams III, John Rhyshek, and Michael Swain Jr. General Manager Earl Hubb and Admin Assistant Victoria Morrison were also present.

## C. PREVIOUS MINUTES

1. Regular Board Meeting Minutes dated September 8, 2025 (Rescheduled due to lack of quorum), Regular Board Meeting dated September 16, 2025, and the Special Board Meeting dated September 18, 2025- John moved to approve the board meeting minutes. Nick seconded the motion. **Motion passed unanimously.**

## D. CORRESPONDENCE

1. None.

## E. REPORT

1. The managers' report, CFO report, and trouble tickets, were reviewed and attached. Michael asked if we currently have a CFO. Earl replied that Aldrich has been fulfilling the CFO duties until a new CFO can be hired. Michael emphasized the importance of having a dedicated CFO, especially given the number of grants the organization is managing.
2. John inquired about the progress of porting numbers with GCI and noted that once the process is complete, a press release should be issued.

## F. ADDITIONS TO THE AGENDA

**1.** Motion to Postpone Item I.3 under New Business – Re-Organizational**.** John moved to postpone Item I.3 under New Business – Re-Organizational to the November monthly board meeting. The motion was seconded by Courtney. **Motion passed unanimously.**

- **i.** Clarification: Michael clarified that the reason for the postponement was that there were no appointments of directors scheduled for tonight's meeting; therefore, Nick would not be serving as a director at this time.

## G. AUDIENCE PARTICIPATION

1. None

## H. OLD BUSINESS

**1.** Resolution 2025-13 – Approving summary of material modification to the BBTC Retirement Savings Plan – ROTH – Nick moved to adopt resolution 2025-13. Motion was seconded by Michael. **Motion passed unanimously**

## I. NEW BUSINESS

**1.** Todd Brewer extension request for PTO – Nick made the motion to approve the request for a 5-year extension. Motion was seconded by David. **Motion passed unanimously.**

**2.** NTCA Cost Sharing – Mike moved to approve that employee should pay $1.00 a month towards healthcare. Motion was seconded by Nick. **Motion passed unanimously.**

- **i.** Michael would like Victoria to double-check to make sure that employees are only paying $1.00 because the way it reads, employers are only paying $1.00.

**3.** Re-organizational – moved to next months board meeting.

## J. CHECK REGISTERS

1. Nick motioned to approve Check Registers 1, 2, and 3, Bank of America, and Electronic Payments. John seconded the motion. **Motion passed unanimously.**

**K. FINANCIAL STATEMENTS**

1. John motioned to approve financial statements and cash flow. David seconded the motion. **Motions passed unanimously.**

**L. EXECUTIVE SESSION**

1. John moved to enter Executive Session to discuss legal matters in which the immediate knowledge of would have an adverse financial implication for the Cooperative. Nick seconded the motion. **Motion passes unanimously.** Entered Executive Session at 6:40 P.M. and returned to the regular meeting at 7:12 P.M. with no action taken.

**M. DIRECTOR'S COMMENTS**

1. None.

**N. ADJOURNMENT**

1. John motioned to adjourn the meeting at 7:13 PM and was seconded by Courtney. **Motion passes unanimously.**

**APPROVED BY _____** **SEAL**