Bristol Bay TELEPHONE COOPERATIVE INC

REGULAR BOARD MEETING MINUTES
5 August 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 6:04 PM.

B. ROLL CALL

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

C. PREVIOUS MINUTES

1. Regular Board Meeting Minutes dated 1 July 2025 – Nick moved to approve the regular board meeting minutes. John seconded the motion. **Motion passed unanimously.**

D. CORRESPONDENCE

1. Attached was the document about the FCC approving the Alaska Telecom's performance revisions.

E. REPORT

1. The managers' report, trouble tickets, and regulatory documents were reviewed. The CFO report was not attached. Michael inquired whether we had reengaged Aldrich for the CFO position. Earl confirmed that they had, but their team was currently occupied with other clients and would resume work on our CFO search by the next meeting. Earl also provided an update on the cellular issue, confirming that it has been resolved. A trouble ticket has been created for the email issue. Michael Tillett has been moved to Anchorage to serve as the point of contact for the new CORE and office. Earl mentioned that he got a verbal confirmation that the new flooring installation and countertops should not exceed **$100,000** but will let the board know once confirmed the final bid**.** Additionally, Earl confirmed that MRL invoices have been sent for reimbursement to the SCRP.

F. ADDITIONS TO THE AGENDA

1. None.

G. AUDIENCE PARTICIPATION

1. None.

H. OLD BUSINESS

1. None

I. NEW BUSINESS

1. **Personnel Policies – Section V:** Salary Schedule: John motioned to remove the Janitor position. Motion was seconded by Nick. **Motion passed unanimously.**
    i. **Michael** stated that the janitor position was a contracted position.

2. **2025 Annual Meeting Door Prize Amount** – Nick motioned to allot an amount not to exceed **$7,500.00** for door prizes at the 2025 Annual Meeting. The motion was seconded by Courtney and passed unanimously.
    i. Also discussed was if the company should do catering vs in house. The board liked the idea of posting for a catering bid and getting the usual fruits and vegetables from the local AC Store.

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. Nick motioned to approve financial statements and cash flow. John 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 18:48 P.M. and returned to the regular meeting at 19:07 P.M. with no action taken.
    i. Manager Evaluation – The directors are still figuring out a date to hold a special meeting to do evaluation.

M. DIRECTOR'S COMMENTS

1. None.

N. ADJOURNMENT

1. Courtney motioned to adjourn the meeting at 19:07 PM and was seconded by John. **Motion passes unanimously.**

APPROVED BY _____ SEAL