

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 6:21 PM.

B. ROLL CALL

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

C. PREVIOUS MINUTES

1. Regular Board Meeting Minutes dated 5 November 2024 – David moved to approve the meeting minutes. Nick seconded the motion. **Motion passed unanimously.**

D. CORRESPONDENCE

1. Trouble Tickets were reviewed.

E. REPORT

1. The Manager's Report and Brian Jarvis Report – were attached and reviewed.

F. ADDITIONS TO THE AGENDA

1. None.

G. AUDIENCE PARTICIPATION

1. None.

H. OLD BUSINESS

1. Personnel Policies – Section VI – Paid Time Off Policy Revision – Nick moved to approve Paid Time Policy Revision as presented. The motion was seconded by David. **Motion passed unanimously.**
 - i. Michael stated the major changes in policy – Cap of 300 hours on December 31st each year, establishment of OLD PTO account which would expire December 31st, 2029, with no cash value.
2. Resolution 2024 – 12 – Personnel Policies – Section VI – Paid Time Off Policy – Nick moved to adopt Resolution 2024-12. Motion was seconded Michael. **Motion passed Unanimously.**
3. Personnel Policies Section IX Benefits – Provided to the board showing final copy of the change that was adopted during the Regular Board Meeting 7 March 2023, no action needed but need board signatures.
4. Disposal of Property – Michael suggested to do this in the months of May and June. Earl will get a list of surplus items to present to the board during the April Regular Board Meeting.

I. NEW BUSINESS

1. Christmas Bonus – Prime Ribs: Michael moved to approve prime ribs to all employees and directors to not exceed \$5,000.00 (Shipping not included). Motion was seconded by Nick. **Motion passed unanimously.**

2. Update Secretary's Certificate for ReConnect 3 Grant – Resolution 2022-11 Accepting the RUS ReConnect 3 Grant and Authorizing Grant Signatories – Directors were updated with newly elected officers. No further actions were taken.
3. Memorandum – Earl Hubb Bonus – Michael state that both him and Nick were present at the meeting and can sign without taking another action, this just needs classification. Earl stated that the meeting minutes were unclear to him.

J. CHECK REGISTERS

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

K. FINANCIAL STATEMENTS

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

L. EXECUTIVE SESSION

1. None.

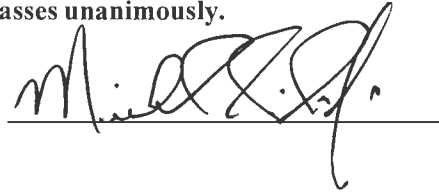
M. DIRECTOR'S COMMENTS

1. David – What is the status update on ReConnect 3 Grant fiber from Levelock to Ekwok?

N. ADJOURNMENT

1. Nick motioned to adjourn the meeting at 19:14 PM and was seconded by David. **Motion passes unanimously.**

APPROVED BY



SEAL