

**A. CALL TO ORDER**

1. The Regular Meeting of Bristol Bay Telephone Cooperative, Inc. Board of Directors was called to order by Board President Courtney Hoiby at 6:15 pm.

**B. ROLL CALL**

1. Individuals attending the meeting included Directors Nicholas Holmes, David “Buck” Williams, John Rhyshek, Jeffrey Elbie Sr., Michael Swain Jr., and Courtney Hoiby. General Manager Earl Hubb and Admin Assistant Victoria Morrison were also present. Michael Swain Jr. arrived at 6:56 PM.

**C. PREVIOUS MINUTES**

1. Regular Board Meeting Minutes dated 2 July 2024 – Nicholas moved to approve the meeting minutes. John seconded the motion. **Motion passed unanimously.**

**D. CORRESPONDENCE**

1. Trouble Tickets, MISC Correspondence, Digital Asset Mapping, Annual Meeting Dates, and Connect America Fund were reviewed.

**E. REPORT**

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

**F. ADDITIONS TO THE AGENDA**

1. Nick motioned to add Item Number 4 under Old Business: Dump Truck. Motion was seconded by John. **Motion carried.**

**G. AUDIENCE PARTICIPATION**

1. None.

**H. OLD BUSINESS**

1. COLA Review – John motioned to instate a three percent COLA. Jeff seconded the motion. **Motion passed unanimously.** Courtney called for clarification to the motion. John amended the motion to instate a 3% COLA for all regular full-time employees only, GM will be excluded. Motion was seconded by Jeff. **Motion passed unanimously.**
2. GM Evaluation – Michael moved to offer a contract to Earl Hubb for the position of General Manager from 1 July 2024 – 1 July 2027 (3 Years) with a Salary of \$170K for this year and include a five percent bonus. Motion was seconded Nick. **Motion passed unanimously.** Courtney clarified the motion that this contract should state an additional five percent bonus.
3. Personnel Policies Temp and Part Time Benefits – As it stands right now, our Retirement Plan and Personnel Policies do not match up. New and Part Time employees are accruing retirement immediately within a 6 consecutive month period and during which at least 1 house of service has been completed. The board would like Earl to seek guidance from the attorney to help rewrite our retirement plan to reflect our personnel policy and present the resolution to the board by the next meeting.
4. Dump Truck – The board would like to investigate board meeting minutes to see what was said about this action item. Move to next month’s agenda. John asked is there

some documentation on current value? Earl will get that to the board in the next few days.

**I. NEW BUSINESS**

1. New FCC Attorney – Nick made the motion to engage with the new FCC Attorney as presented. Motion was seconded by John. **Motion passed unanimously.**
2. BBTC Subsidiaries Operations and Services Agreements – Earl was asked by the USDA for operation and service agreements between the companies. We did not have this document and worked with the attorneys to get this completed. The document was signed and sent to USDA. Earl will need to get a resolution for this document at the next board meeting.
3. Broadband Technical Assistance Grant
  - i. Resolution 2024 – 09 Funding Request Resolution 100% Grant – Nick moved to adopt Resolution 2024 – 09. Motion was seconded by Michael. **Motion passed unanimously.**
  - ii. Resolution 2024 – 10 Secretary’s Certificate – Michael moved to adopt Resolution 2024 – 10. Motion was seconded by Courtney. **Motion passed unanimously.**

**J. CHECK REGISTERS**

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

**K. FINANCIAL STATEMENTS**

1. Nick motioned to accept financial statements, cash flow, and work order summary. John seconded the motion. **Motions passed unanimously.**

**L. EXECUTIVE SESSION**

1. Nick moved to enter Executive Session to discuss Personnel and Financial matters in which the immediate knowledge of would have an adverse financial implication for the Cooperative. John seconded the motion. **Motion passes unanimously.** Entered Executive Session at 19:08 P.M. and returned to the regular meeting at 20:55 P.M. with no action taken.

**M. DIRECTOR’S COMMENTS**

1. None.

**N. ADJOURNMENT**

1. Nick motioned to adjourn the meeting at 20:57 PM and was seconded by John. **Motion passes unanimously.**

APPROVED BY Courtney Hoiby

SEAL