

Minutes

December 1, 2016

Call to order: The regular meeting of the Board of Directors of Beaver Creek Cooperative Telephone Company was held on December 1, 2016. The meeting was called to order by Chairman William Merchant at 6:00 pm at Beaver Creek Cooperative Telephone Company's office at 15223 S Henrici Rd, Oregon City, OR.

Present: Mr. William Merchant
Mr. Matt Carlson
Mr. Gary Emmons
Ms. Tammy Stevens
Ms. Vicki Smith
Mr. Paul Hauer
Mr. David Warner
Ms. Tangee Summerhill-Bishop
Mr. Don Rickman
Ms. Janine Brooks

Agenda: approved

Minutes:

Minutes from November 3, 2016 approved without exception. Request made to add contact information for Scott Daniels, AKT to Call to Order dashboard.

Member Input: Letter received from Susy Botsford, scholarship recipient thanking BCT.

Employee Survey – Nicole Jones, Xenium

Ms. Nicole Jones provided handout and reviewed the results of the Stay Interviews and Employee Survey. Ms. Jones and Ms. Stephanie Dale of Xenium conducted the one-on-one Stay Interviews with all employees of BCT. Ms. Jones said the Stay Interviews were the most positive of any company that she has worked with. The survey was done anonymously and results compiled. Management team has reviewed and have begun addressing specific situations and implementing changes. A few employees have contacted Ms. Jones and said they are happy with the actions that have been taken. Overall the employees are happy working at BCT.

The Board asked that the survey results be posted on Call to Order.

Financial Statement: Mr. Don Rickman reviewed the Financial Statement for October 2016. The Board requested that they approve leasing vehicles in the future.

Cash Flow: President Paul Hauer reviewed the cash flow statement for October 2016.

Accounts Payable: Accounts Payable (check register, credit card charges and ACH/Electronic funds disbursements) for October 2016 was reviewed and discussed. President Paul Hauer asked Mr. Don Rickman, CFO to research credit cards with rewards programs and report back.

Loan Activity: President Paul Hauer reviewed the Loan Activity Report for October 2016.

Capital Budget 2016: President Paul Hauer reviewed the Capital Budget 2016 Actual vs Budget.

Capital Budget 2017: Mr. David Warner presented the proposed Capital Budget for 2017 in the amount of \$525,000.00. A motion was made by Mr. Gary Emmons and seconded by Mr. Matt Carlson to approve the 2017 Capital Budget as presented in the amount of \$525,000.00. Motion carried.

President's Report: President Paul Hauer reviewed his report that was previously sent to the Board for review.

CBS: The next meeting of CBS is on December 7, 2016. Finalizing a job description and wage analysis for a new job position that will assist staff with filing, data entry, etc.

Question asked the length of the lease on building in Mt. Angel. It is a four year lease and will be up for renewal in May 2018.

Break for TWI Board Meeting at 8:28 pm

Resumed regular BCT Board Meeting: 8:38 pm

Open Discussion:

Mr. David Warner provided maps of the current districts and two proposed boundary changes to the Board for review. Discussion on different options followed. Tabled for further discussion. There is a new requirement, Form 477, that BCT is working on that requires geo coding on all addresses by March 2017.

Mr. Gary Emmons asked if there is a company or Board policy on company clothing. Employees are asked to turn in clothing when they leave the company and it is not to be given away. Discussion if there is a need for a Board policy also. Tabled for further discussion.

Ms. Tangee Summerhill Bishop advised there is privacy notice being sent to all members this month.

Ms. Tangee Summerhill-Bishop advised a postcard is being sent to all wireless customers advising that Wireless is now being offered by Valley View Wireless.

Break for Executive Session at 9:35 pm

Resumed regular BCT Board Meeting: 11:09 pm

Adjournment: There being no further business the meeting was adjourned at 11:10 pm.

William Merchant
Chairman

Gary Emmons
Secretary