



112 MacTanly Place
Staunton, VA 24401

Phone: (540) 885-5174
Fax: (540) 885-2687

**Bath-Highland Network Authority
Organizational Meeting
Thursday, January 10th, 2019, at 1pm**

Bolar Ruritan Club
Bolar Ln, Monterey, VA 24465

Name	Organization
Ashton Harrison	Bath County
Ronald Wimer	Town of Monterey
David Blanchard	Highland County
Nancy Witschey	Highland County
Roberta Lambert	Highland County
Jordan K. Bowman	Litten & Sipe
Bonnie Riedesel	CSPDC
Hunter Moore	CSPDC

Call to Order

The organizational meeting of the Bath-Highland Network Authority was called to order at 1:15 PM by Mr. Ashton Harrison.

Public Comment

There were no public comments.

Welcome and Introductions

Mr. Harrison asked for everyone at the table to introduce themselves.

Bath-Highland Broadband Background

Ms. Hunter Moore gave a brief overview of the history on broadband planning in Bath and Highland counties. Ms. Moore distributed a timeline handout that showed past broadband planning activities, including several grants, and how the Authority was created. The group then discussed the Bath-Highland Telecommunications Strategic Plan's creation in 2015 in more depth.



112 MacTanly Place
Staunton, VA 24401

Phone: (540) 885-5174
Fax: (540) 885-2687

Creation of Authority

Mr. Jordan Bowman described the process taken to create the Authority in November 2017. He explained that the Authority is made up of two Bath County representatives (Ashton Harrison and Richard Byrd), two Highland County representatives (Nancy Witschey and David Blanchard), and one Town of Monterey representative (Ronald Wimer). He confirmed that all members of the Authority are still within their term limits.

Organizational Structure

BHTN logo

The discussion began with the Authority's logo. Ms. Bonnie Riedesel explained that the current logo did not reflect the official name of the Authority, which is Bath-Highland Network Authority. The current logo reads BHTN, Bath Highland Telecommunications Network. Ms. Nancy Witschey suggested keeping the logo as it is, and Mr. Harrison suggested keeping the logo look, but changing the text to BHNA, Bath-Highland Network Authority. Ms. Riedesel proposed adding just "Authority" to the end of the current logo, resulting in BHTNA (Bath-Highland Telecommunications Network Authority). The group agreed with Ms. Riedesel's suggestion, and Mr. Bowman stated that he would investigate the implications of changing the logo name. If there are no implications, Mr. Harrison will contact the graphic designer to make the logo changes.

Board composition

It was determined that all five board members' terms are in place and none have been terminated. Mr. Harrison asked if the CSPDC could produce binders for the Authority that would include the history of the Authority, bylaws, strategic plan, and more. Ms. Riedesel and Ms. Moore agreed. Mr. Harrison offered to check on liability insurance through VACORE for the Authority members.

Set meeting schedule and location

The group first discussed whether the Authority should meet bi-monthly or quarterly and decided to meet quarterly. Discussion ensued on what day of the month works best, and the group determined that the second Monday of the month worked for everyone. The group also decided that 1pm was a suitable time to meet. The following meetings would be April 8th, July 8th, and October 14th. The Authority decided that they could add more meetings if needed.

Mr. Harrison moved, seconded by Mr. David Blanchard, to approve the Authority to meet quarterly, on the second Monday of the month at 1pm. Motion carried unanimously.

The group then discussed the meeting location options. It was determined that the Bolar Ruritan Club was a good, central location to meet; however, they would have to verify that this is acceptable with the Bolar Ruritan Club. Ms. Witschey volunteered to contact the Bolar Ruritan Club about future Authority meetings.

Mr. Harrison moved, seconded by Mr. Ronald Wimer, to approve the Authority's meeting location as the Bolar Ruritan Club. Motion carried unanimously.

Creation of bylaws

The group discussed the need to create bylaws and using Robert's Rules. Mr. Harrison suggested using Robert's Rules of order for Small Boards. Ms. Witschey offered to find documentation on this particular version of Robert's Rules. Mr. Jordan



112 MacTanly Place
Staunton, VA 24401

Phone: (540) 885-5174
Fax: (540) 885-2687

will draft the Authority's bylaws and circulate them to Authority members through the CSPDC. The Authority can approve the bylaws at the April meeting.

Staffing

The group then discussed CSPDC staffing funding options, and Ms. Riedesel stated that the CSPDC will continue to use Bath and Highland Counties' Appalachian Regional Commission funds until potential grant funds are available. The group deliberated the Authority's need for Mr. Bowman's legal services in future meetings and asked if Mr. Bowman could provide a proposal of his rates. The CSPDC will act as a fiscal agent for the Authority.

Election of officers

The group proceeded with the Election of officers for the Authority and discussed rotation of Chair and Vice Chair between localities. Ms. Riedesel suggested the CSPDC to serve as Secretary and Treasurer.

Mr. Harrison moved, seconded by Mr. Ronald Wimer, to approve that Ms. Bonnie Riedesel or her designee will serve as Secretary and Treasurer for the Authority. Motion carried unanimously.

Ms. Witschey nominated Mr. Harrison for Chair. Ms. Witschey moved, seconded by Mr. Blanchard, to approve that Mr. Harrison will serve as Chair for the Authority. Motion carried unanimously.

Mr. Harrison nominated Ms. Witschey for Vice Chair. Mr. Harrison moved, seconded by Mr. Blanchard, to approve that Ms. Witschey will serve as Vice Chair for the Authority. Motion carried unanimously.

Upcoming grant opportunities

Ms. Moore discussed the upcoming funding opportunities including DHCD's Virginia Telecommunications Initiative (VATI program), USDA's ReConnect Program, and ARC's Information Age Appalachia (IAA) program. The group discussed the possibility of future meetings with DHCD representatives or other technical advisors, as well as potential meetings with local Internet Service Providers (ISPs). Mr. Harrison expressed the need for an updated broadband "unserved areas" map and asked whether the State can provide this data or not. The CSPDC offered to check on the availability of these maps or data.

Next Steps

The group summarized individual tasks and what needed to be done for the next meeting in April. Ms. Witschey asked about fiscal year language in the bylaws. It was determined that all localities have the same fiscal year, July to June, and that the Authority would do the same.

Ms. Roberta mentioned developing a web page for the Authority, so that agendas, minutes, and other news can be posted for the public.

Ms. Witschey reminded the group that while looking at grant opportunities, "cell service" is a problem in this area and should be included in the responsibilities of the Authority.

Adjournment

There being no further discussion, the BHNA organizational meeting concluded at 3:15 PM. The next meeting will be held at the Bolar Ruritan Club on Monday, April 8th, 2019 at 1 PM.