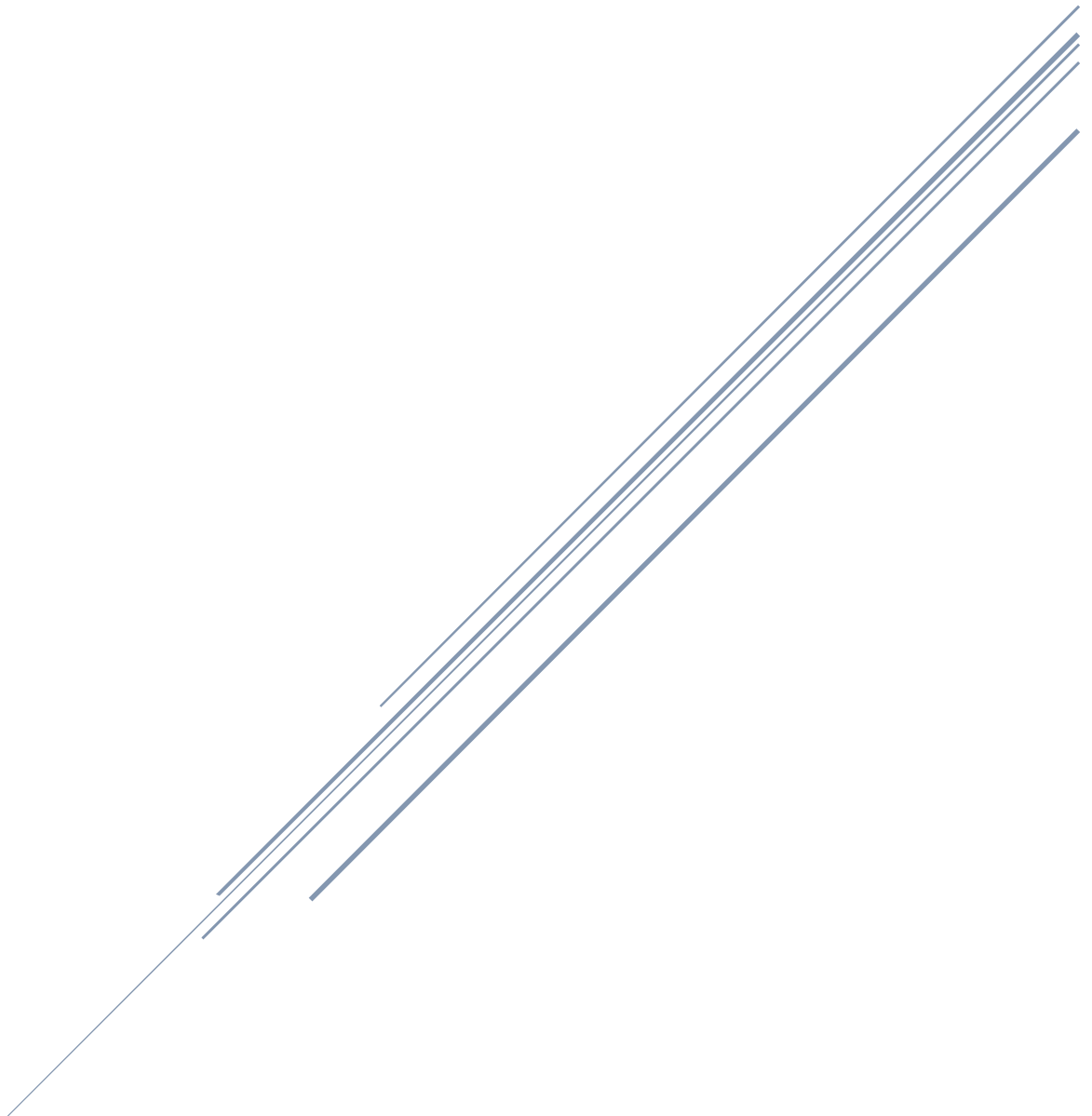


DIUA BOARD MEETING PACKAGE

Oct 5th 2017 7:00 PM at Darrington CoWork Space

1140 Seeman St Darrington, WA 98241





Board Meeting 10/05/17 7 PM

Darrington CoWork Space
1140 Seeman St Darrington, WA 98241

Agenda

Call to Order

Roll Call

Proof of Notice of meeting or waiver of notice

Reading of Minutes of preceding meeting

Reports of officers

- President Report, Jacob Kukuk
- Treasurer Report, Jacob Kukuk

Reports of committees

- Privacy and Security Committee, Matt Archambault or Jacob Kukuk

Unfinished business

- Appoint Vice President
- Proposed Board Chair Bylaw
- Elect board chair
- Draft Business Plan
- Alternate Meeting Locations
- Identify mechanisms to ensure oversight of finances
- Legal Assistance

New business

- DIUA Maker Coworkspace
- Add public comment to agenda

Adjournment



Board Meeting 9/1/17 6 PM

Darrington CoWork Space
1140 Seeman St Darrington, WA 98241

Minutes

Attendance: Jacob Kukuk (President), Drew Bono (Board), Joe McConaughy (Board),
Jeromy Statia (Board), Kaleb Wyatt (Board), Justin Sisney (Board),
Debi Hursh, Matt Archambault, Sophia Archambault, Marla Skaglund

Call to Order

Called to order by Jacob Kukuk 6 PM PST, advised public discussion would need to be added to the agenda by the board by changing the bylaws.

Roll Call

Proof of Notice of meeting or waiver of notice

3.2.3 Organizational Meeting. The first meeting of a newly elected Board shall be held immediately following the annual meeting and no notice shall be necessary to the newly elected Board Members in order legally to constitute such meeting, provided a majority of the whole Board shall be present.

Reading of Minutes of preceding meeting

Reports of officers

- President Report, Jacob Kukuk

Received \$2000+ contributions, IRS Recognition as 501C3, discussions with WAVE and Frontier, WAVE Providing discounted services, Frontier access to equipment, less upfront cost, Presentations to Darrington String, Google Ad Grant, Microsoft Credits. Connected with SIX. Area survey performed with 69 participants to collect initial data. See full report in board packet.

- Treasurer Report, Jacob Kukuk

Current ending balance \$1,301. Largest expenses are with ARIN. Approved to receive IPv4 and IPv6, waitlisted for IPv4. Other expenses related to mailers, techsoup admin fees, and basecamp.

Reports of committees

- Privacy and Security Committee, Matt Archambault

ISP's first responsibility is to protect network including abuse and those wishing to compromise unprotected equipment. Other side of coin is privacy that includes web history, we should not sell our customer data and take privacy very seriously. Personal Identifiable Information needs

to be kept secure and not released, need to ensure government requests have valid reasons with a plan to how to handle such requests. Matt Archambault is chair of the security committee due to his experience in this area, the more minds allocated to this topic the better. Questions about how secure 50c3 data is, members would be released under disclosure. Training on privacy and security to the volunteers. DIUA should connect with legal assistance early on to prevent issues later down the road, need to identify risk management like insurance and liability.

Coin Flip to decide terms for Kaleb & Jeromy

Agreeable terms decided that Kaleb decided tails, coin flip initiated by Jacob Kukuk, landed heads, Jeromy received 2-year term, Kaleb received 1-year term.

Unfinished business

New business

- Elect board chair

Board Chair role not defined in the bylaws, Jacob says having a chair that is a board member would enhance the transparency of the organization and keeping the board and the members in control.

Motion by Justin “Table election of chair pending draft of description/duties”

Jeromy 2nd / Motion was passed unanimously

- Appoint President or Reconfirm Existing

Drew question about if Jacob Kukuk is a board member and if bylaws require President to be board member- the President is elected by the board with no requirement to be a board member, only needs to be a member.

Motion by Jeromy “Maintain Jacob Kukuk as President”

Joeseeph 2nd / Motion was passed unanimously

- Appoint Vice President

Motion by Joseph “Wait to elect vice president”

Justin 2nd / Motion was passed unanimously

- Appoint Secretary

Idea to have meeting minutes emailed early added to role of secretary sent out early. Creation of documents like NDA to be created to protect member information. Referral of security related items of this role to be discussed in privacy and security committee. Discussion to take place on these topics between board meetings.

Motion by Drew “Nominate Justin as Secretary”

Kaleb 2nd / Motion was passed unanimously

- Appoint Treasurer or Reconfirm Existing

Jacob Kukuk is currently keeping track of finances over QuickBooks and to ensure we are following IRS guidelines to stay compliant with IRS 501c3.

Drew would like to see that the finances be approved by the board with financials being sent ahead of the meetings for review, specific dollar amounts over a limit would require approval. Basecamp discussion to take place on bylaw changes to implement an agenda item for this task.

Motion by Drew “Keep Jacob Kukuk as treasure with task of identify mechanisms to ensure oversight of finances before next board meeting”

Jeromy 2nd / Motion was passed unanimously

- Lob.com New York Times Mailer, Jacob Kukuk

4 cases of 21 mailings with our name on a New York Times letter sent to our members, heard about the issue from public comment that is damaging to our brand. Lob.com said its isolated. Drew said it's not worth pursuing any legal action as it was only 4 letters Should keep things locally as best as possible. No action taken. Jacob Kukuk currently using stamps.com and manually mailing our letters from org mailbox.

- Business Plan

This agenda item is a discussion on how to move forward with creation of business plan. Future is unknown with DIUA and we are taking on a task where a business plan would be a guide but not an exact plan. Board of directors in coordination with president help guide direction based on the plan. Stepping back would jeopardize our current momentum.

See if we can create a hybrid plan with contingency's.

Motion by Drew “Direct president to create draft business plan and place on basecamp open to member discussion”

Kaleb 2nd / Motion passed unanimously

- Decide regular board meeting times

Setup conferencing line for board members as alternate method of attendance.

Motion by Jeromy “First Thursday 7:00 PM”

Kaleb 2nd / Motion passed unanimously

Motion by Drew “Skip 7th Board Meeting, next board meeting Oct 5th”

Jeromy 2nd / Motion passed unanimously

Adjournment

Ideas on other locations for board meetings, fire station as option. Jacob states that the use of the cowork space enhances its use as its underutilized. Discussion about locations on basecamp.

Motion by Jeromy “Ajourn”

Justin 2nd / Motion passed unanimously

Presidents Report

Darrington Internet Users Association

Monthly Presidents Report for Month Ending Sept 30st, 2017

The month of September was a very active month with lots of progress made and connections established. With the goal of Late 2018 for deployment of our Internet Services we are on schedule and in the green.

Here is what has been going on

- Darrington Town Council voted to approve the transfer of the Cowork space to the Darrington Internet Users Association on 9/28 with the transfer taking place on October 10th, this will create the DIUA Maker Coworkspace and open another avenue of revenue to us while connecting more people to services while allowing us to be more present in town.
- WAVE Broadband discussions making great progress, we would have our route from the SIX to Arlington and another route on burstable line coming from La Conner to allow for our 2nd route coming in from Canada in the future and to allow alternative routes.
- Instruction of community email, free @gologgers.org and @darrington.org email accounts, made possible by in-kind donations from GoDaddy and Microsoft.
- Rebranded website to reflect who we are.
- Coverage on Everett Herald
- Bumper stickers to show support
- Introduction of membership pathways program with 6-month payment plan
- Instruction of Volunteer program and WSP WATCH background checks
- Meeting with Economic Development rep from Jay Inslee's Office.
- Listed on Guidestar to create more transparency.
- Received Salesforce license donation for handling Customer Relations Management
- Switched to SharePoint discontinuing basecamp saving \$90 per month.
- Partnership discussions taking place with North County Family Services
- Webex Service purchased to allow remote telecalls and presentations.
- Waiting approval of in-kind support from lawyer so we can start policy writing.

I appreciate the time everyone has spent assisting me in learning about how organizations work and giving me advice on how I can improve. Your feedback is always appreciated!

Sincerely,

Jacob Kukuk

5:55 PM

09/29/17

Accrual Basis

Darrington Internet Users Association
Bank Accounts Register
As of September 30, 2017

<i>Type</i>	<i>Date</i>	<i>N...</i>	<i>Name</i>	<i>Memo</i>	<i>Split</i>	<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
Checking at Coastal Community								1,337.19
Check	08/31/2017			Lob.com/TRANSFER AMNTS...	65020 · Postage, ...		0.96	1,336.23
Check	08/31/2017			POS Purchase With PIN DAR...	65040 · Supplies		35.12	1,301.11
Check	09/01/2017			POS Purchase Non-PIN STA...	65020 · Postage, ...		25.00	1,276.11
Check	09/01/2017			POS Purchase Non-PIN ARLI...	65030 · Printing a...		7.63	1,268.48
Bill Pmt -Check	09/01/2017	98...	Wayf...	Screening/Placement Fee	20100 · Grants Pa...		100.00	1,168.48
Bill Pmt -Check	09/05/2017	10...	WA ...	Governing Change	20100 · Grants Pa...		75.00	1,093.48
Check	09/05/2017			POS Purchase Non-PIN SQU...	65110 · Advertisin...		10.00	1,083.48
Check	09/05/2017			POS Purchase Non-PIN SQU...	65110 · Advertisin...		10.00	1,073.48
Check	09/05/2017			POS Purchase Non-PIN SQU...	65110 · Advertisin...		10.00	1,063.48
Check	09/05/2017			POS Purchase Non-PIN SQU...	65110 · Advertisin...		23.40	1,040.08
Deposit	09/06/2017			STRIPE/TRANSFER X	47230 · Members...	145.35		1,185.43
Deposit	09/07/2017			STRIPE/TRANSFER X	47230 · Members...	149.75		1,335.18
Deposit	09/08/2017			STRIPE/TRANSFER X	47230 · Members...	140.85		1,476.03
Check	09/11/2017			POS Purchase Non-PIN DRI*...	65050 · Telephone...		26.18	1,449.85
Check	09/11/2017			POS Purchase Non-PIN LIVE...	65010 · Books, Su...		9.95	1,439.90
Check	09/13/2017			POS Purchase Non-PIN SQU...	65110 · Advertisin...		10.00	1,429.90
Check	09/13/2017			POS Purchase Non-PIN SQU...	65110 · Advertisin...		10.00	1,419.90
Check	09/15/2017			POS Purchase Non-PIN ENV...	65110 · Advertisin...		29.00	1,390.90
Deposit	09/15/2017			STRIPE/TRANSFER X	43450 · Individ, B...	9.11		1,400.01
Deposit	09/15/2017			Alibaba.com, Inc./CREDIT4...	65160 · Other Costs	0.04		1,400.05
Deposit	09/15/2017			Alibaba.com, Inc./CREDIT4...	65160 · Other Costs	0.03		1,400.08
Check	09/18/2017			Alibaba.com, Inc./DEBIT Da...	69800 · Uncategor...		188.52	1,211.56
Check	09/18/2017			POS Purchase Non-PIN BC.B...	65050 · Telephone...		90.00	1,121.56
Check	09/18/2017	99...		Teller Check 9999	60920 · Business ...		30.00	1,091.56
Check	09/19/2017			POS Purchase Non-PIN JOT...	65160 · Other Costs		19.00	1,072.56
Check	09/20/2017			INTUIT/CHECKSFORM 779...	65040 · Supplies		59.86	1,012.70
Check	09/21/2017			POS Purchase Non-PIN PAY...	62890 · Rent, Par...		180.00	832.70
Check	09/21/2017			POS Purchase Non-PIN PAY...	65160 · Other Costs		4.50	828.20
Check	09/22/2017			POS Purchase Non-PIN DNH...	65050 · Telephone...		9.01	819.19
Check	09/22/2017			POS Purchase Non-PIN TEC...	65040 · Supplies		24.00	795.19
Deposit	09/28/2017			STRIPE/TRANSFER X	47230 · Members...	23.97		819.16
Check	09/28/2017			POS Purchase Non-PIN STA...	65020 · Postage, ...		15.99	803.17
Check	09/28/2017			POS Purchase Non-PIN TEC...	65040 · Supplies		99.00	704.17

5:55 PM

09/29/17

Accrual Basis

Darrington Internet Users Association
Bank Accounts Register
As of September 30, 2017

<i>Type</i>	<i>Date</i>	<i>N...</i>	<i>Name</i>	<i>Memo</i>	<i>Split</i>	<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
Check	09/28/2017			POS Purchase Non-PIN PAY...	60920 · Business ...		12.50	691.67
Check	09/28/2017			POS Purchase Non-PIN PAY...	69800 · Uncategor...		1.00	690.67
Total Checking at Coastal Community						469.10	1,115.62	690.67
TOTAL						469.10	****	690.67

Darrington Internet Users Association
Statement of Financial Income and Expense
September 2017

	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense		
Income		
43400 · Direct Public Support		
43450 · Individ, Business Contributions	9.11	9.11
Total 43400 · Direct Public Support	9.11	9.11
47200 · Program Income		
47230 · Membership Dues	459.92	459.92
Total 47200 · Program Income	459.92	459.92
Total Income	469.03	469.03
Gross Profit	469.03	469.03
Expense		
60900 · Business Expenses		
60920 · Business Registration Fees	117.50	117.50
Total 60900 · Business Expenses	117.50	117.50
62100 · Contract Services		
62140 · Legal Fees	100.00	100.00
Total 62100 · Contract Services	100.00	100.00
62800 · Facilities and Equipment		
62890 · Rent, Parking, Utilities	180.00	180.00
Total 62800 · Facilities and Equipment	180.00	180.00
65000 · Operations		
65010 · Books, Subscriptions, Reference	9.95	9.95
65020 · Postage, Mailing Service	40.99	40.99
65030 · Printing and Copying	7.63	7.63
65040 · Supplies	182.86	182.86
65050 · Telephone, Telecommunications	125.19	125.19
Total 65000 · Operations	366.62	366.62
65100 · Other Types of Expenses		
65110 · Advertising Expenses	102.40	102.40
65160 · Other Costs	23.43	23.43
Total 65100 · Other Types of Expenses	125.83	125.83

5:23 PM

09/29/17

Accrual Basis

Darrington Internet Users Association
Statement of Financial Income and Expense
September 2017

	Unclassified	TOTAL
69800 - Uncategorized Expenses	189.52	189.52
Total Expense	1,079.47	1,079.47
Net Ordinary Income	-610.44	-610.44
Net Income	-610.44	-610.44

DIUA Proposed Board Chair Role

Added to Bylaws upon approved by board under section 4 as #10 in bylaws

4.10 Board Chair

The Chair of the Board shall, if present, preside at all meetings of the Board and the Executive Committee, act as a liaison between the Board and the President to help ensure the Board's directives and resolutions are carried out, and exercise and perform such other powers and duties as may be from time to time prescribed by the Board. More specifically, the Chair of the Board shall be responsible for:

- Leading the Board to carry out its governance functions
- Ensuring the Board has approved policies to help ensure sound and compliant governance and management of the organization
- Partnering with the President to lead the development and refinement of impact metrics
- Assessing the performance of the Board and its committees
- Assuring ongoing recruitment, development, and contributions of Board members
- Partnering with the President to help ensure the Board's directives, policies, and resolutions are carried out
- Working with the President in cultivating and soliciting major foundation grants and individual gifts
- Coordinating an annual performance review of the President
- Setting priorities and creating agendas for meetings of the Board
- Presiding over meetings of the Board
- Serving as an ambassador of the organization and advocating its mission to internal and external stakeholders