



Board of Directors Unanimous Written Consent
Briefing Book

Thursday, December 18, 2025

Unanimous Written Consent

Available for Public Use

Universal Service Administrative Company

700 12th Street, NW, Suite 900

Washington, DC, 20005

**Universal Service Administrative Company
Board of Directors
Meeting Agenda**

Thursday, December 18, 2025

Written Unanimous Consent

Please Respond by December 30, 2025 at 5:00 p.m. ET

Universal Service Administrative Company Offices

700 12th Street, N.W., Suite 900

Washington, D.C. 20005

<u>LEAD</u>	<p><i>Open Session</i> <i>Available for Public Use</i></p>
–	<p>a1. Election of Members to the USAC Board of Directors and Appointment of Members to Programmatic Committees</p>

**Universal Service Administrative Company
Board of Directors Meeting**

ACTION ITEM

**Election of Members to the USAC Board of Directors and
Appointment of Members to Programmatic Committees**

Action Requested

This action item addresses the election of six members to the USAC Board of Directors (Board), pursuant to Federal Communications Commission (FCC) regulations and USAC's corporate By-laws, and to committees by virtue of the constituencies that such Board members represent.

Discussion

Article II, Section 4 of the USAC By-laws provides the following concerning nomination and election of Board members:

NOMINATION AND ELECTION OF BOARD MEMBERS. Nomination and selection of the Board (except for the Chief Executive Officer) shall be conducted and annual elections of successors to members whose terms are expiring shall be held pursuant to 47 C.F.R. § 54.703(c). Upon selection of the new director(s) by the FCC Chairperson, the Board will elect such director(s). In accordance with 47 C.F.R. § 54.703(d), if a Board member (other than the Chief Executive Officer) vacates his or her seat prior to the completion of his or her term, the Board will notify the FCC [Wireline Competition] Bureau Chief of such vacancy, and a successor will be chosen to serve the remaining term of the vacating director in accordance with the nomination and selection process in 47 C.F.R. § 54.703(c). The member selected by the FCC Chairperson to fill the vacated Board seat will be elected by the Board members.¹

In a Public Notice dated December 17, 2025 (DA-25-1068), FCC Chairman Carr named seven Board members, as set forth in the Table below. FCC rules (47 C.F.R. § 54.705) and the USAC By-laws, Article II, establish committee composition for certain Board members by virtue of the constituency they represent. The Table below shows such automatic committee assignments for the seven directors, where applicable.

¹ USAC By-laws, Article II, § 4.

Name	Representing	Automatic Programmatic Committee Appt.	Term End - 12/31
Ian Forbes	Representative for commercial mobile radio service providers	High Cost & Low Income	2028
Alexander Minard	Representative for cable providers		2028
Julie Tritt Schell	Representative for schools that are eligible to receive discounts pursuant to section 54.501 of the Commission's rules	Schools & Libraries	2028
Amber Gregory	Representative for libraries that are eligible to receive discounts pursuant to section 54.501 of the Commission's rules	Schools & Libraries	2028
Stephanie Minnock	Representative for incumbent local exchange carriers (Bell Operating Companies)	High Cost & Low Income	2028
Heather Sanborn	Representative for state consumer advocates	High Cost & Low Income Rural Health Care	2028
Tim Schram	Representative for state telecommunications regulators	High Cost & Low Income Rural Health Care	2027

RESOLVED, that the USAC Board of Directors, having received the selections from the Chairman of the FCC pursuant to 47 C.F.R. § 54.703(c)(3) and pursuant to Article II, § 4 of the USAC By-laws, hereby elects to the USAC Board of Directors effective January 1, 2026:²

- Ian Forbes for a term expiring on December 31, 2028;
- Alexander Minard for a term expiring on December 31, 2028;
- Julie Tritt Schell for a term expiring on December 31, 2028;
- Amber Gregory for a term expiring on December 31, 2028;

² Each is director is appointed for a three year term. *See* 47 C.F.R. § 54.703(d). In the event a director vacates his or her seat prior to the completion of the three year term, the chosen successor will serve the remaining term of the vacating director. *See* USAC By-laws, Article II, § 4.

- Stephanie Minnock for a term expiring on December 31, 2028; and
- Heather Sanborn for a term expiring on December 31, 2028
- Tim Schram, for a term expiring on December 31, 2027

RESOLVED FURTHER, that each of the aforementioned directors shall remain a director until: (i) such director's resignation, (ii) such director's removal pursuant to Article II, § 7 of the USAC By-laws and the provisions of the Delaware General Corporation Law, (iii) the election of a successor pursuant to Article II, § 4 of the USAC By-laws, or (iv) action by the stockholder of the corporation pursuant to Article I of the USAC By-laws; and

RESOLVED FURTHER, that consistent with 47 C.F.R. § 54.705 and the USAC By-laws, Article II, and by virtue of the constituency they represent:

- Julie Tritt Schell and Amber Gregory are hereby appointed to the Schools & Libraries Committee;
- Ian Forbes and Stephanie Minnock, and are hereby appointed to the High Cost & Low Income Committee; and
- Heather Sanborn and Tim Schram are hereby appointed to the High Cost & Low Income Committee and Rural Health Care Committee.



PUBLIC NOTICE

**Federal Communications Commission
45 L Street NE
Washington, DC 20554**

News Media Information 202-418-0500
Internet: www.fcc.gov

**DA 25-1068
Released: December 17, 2025**

CHAIRMAN CARR NAMES SEVEN MEMBERS TO THE BOARD OF DIRECTORS OF THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY

CC Docket Nos. 96-45, 97-21

Federal Communications Commission Chairman Brendan Carr hereby appoints seven members to the Board of Directors of the Universal Service Administrative Company (USAC) pursuant to section 54.703(c)(3) of the Commission's rules.¹ Each appointee was nominated in response to Public Notices issued earlier this year soliciting nominations for the Board positions listed below.² Each position has a three-year term beginning on January 1, 2026, and ending on December 31, 2028, except as otherwise indicated below.

Chairman Carr appoints the following individuals to the USAC Board of Directors:

- Ian Forbes, Corporate Counsel, Legal Affairs, T-Mobile USA, Inc., as the representative of commercial mobile radio service providers;
- Alexander Minard, Vice President and Lead Legislative Counsel, NCTA – The Internet & Television Association, as the representative for cable providers;
- Amber Gregory, Manager of E-Rate Services, Arkansas State Library, as the representative for libraries that are eligible to receive discounts pursuant to section 54.501 of the Commission's rules;
- Stephanie Minnock, Assistant General Counsel of Federal Government Affairs, Lumen Technologies, Inc., as the representative for incumbent local exchange carriers (Bell Operating Companies);
- Heather Sanborn, Maine Public Advocate, as the representative of State Consumer Advocates;

¹ 47 CFR § 54.703(c)(3).

² See *Wireline Competition Bureau Seeks Nominations for Six Board Member Positions on the Universal Service Administrative Company Board of Directors*, CC Docket Nos. 96-45, 97-21, Public Notice, DA 25-738 (WCB 2025); *Wireline Competition Bureau Seeks Nominations to Fill Vacant Universal Service Administrative Company Board of Directors Position*, CC Docket Nos. 96-45, 97-21, Public Notice, DA 25-914 (WCB 2025).

- Julie Tritt Schell, Pennsylvania E-Rate Coordinator, as the representative for schools that are eligible to receive discounts pursuant to section 54.501 of the Commission's rules; and
- Tim Schram, Commissioner, Nebraska Public Service Commission, as the representative of state telecommunications regulators (term expires December 31, 2027).³

The USAC Board of Directors will hold its next meetings on January 26 and 27, 2026.⁴ All Board of Directors quarterly meetings are open to the public.⁵ For further information, please contact Philip Bonomo (philip.bonomo@fcc.gov), Assistant Division Chief, Telecommunications Access Policy Division, Wireline Competition Bureau (202-418-2778).

- FCC -

³ This appointment is to complete the position's three-year term following the resignation of Sarah Freeman, Commissioner, Indiana Utility Regulatory Commission, on September 24, 2025.

⁴ USAC, *About, Leadership, Quarterly Meeting Schedule*, <https://www.usac.org/about/leadership/quarterly-meeting-schedule/> (last visited Dec. 15, 2025).

⁵ 47 CFR § 54.703(e).