NEK Community Broadband

Communication Committee

Meeting Agenda

February 30, 2021, 4:00 PM - 5:00 PM

**Agenda**

**Agenda Review**

**New Business**

- Fleshing out the Communications Guidelines - 15 min
  - Need more specific plan for developing this
  - Each of us choose sections to work on?
  - Other ideas?

- Review Caro’s Draft of a First Year Accomplishments Media Release - 10 min

- Website updates - what is needed? - 10 min

- Adding a comment/inquiry form to the website - 15 min
  - Who can field inquiries? (different kinds of inquiries could go to different people)
  - What types of inquiries are there?
  - What information should we collect?

- Starlink Survey - worth identifying ways to promote and encourage responses? (MJG) - 5 min

- Logo contest (if time) - 10 min

- Review action items

**Other Business**

**Adjourn**
Information on how to access the remote meeting:

- By telephone: Dial 1-929 205 6099. When prompted enter the meeting ID: 929 688 0711.
- By computer: Join the meeting by clicking here: https://us02web.zoom.us/j/9296880711 You may be prompted to enter a meeting ID: 988 4359 3106.
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Role of the Communications Committee
The Communications Committee has a mission with three tenets to facilitate effective communication between Board members as well as between the Board and the public. The Communications Committee will:

1) Identify stakeholders, their information needs, and the best ways to facilitate two-way communication with each group.
2) Work with the Governing Board and all other committees to produce internal and external communication strategies that define frequency, triggers for communication, content guidelines and prioritization, and responsibility for distribution.
3) Create internal and external communication pieces as dictated by these strategies.