

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.