NEK Community Broadband
Communication Committee
Meeting Minutes

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

Attendees: Jami Jones (clerk), Christine Hallquist (admin), Mike Gaiss, Caro Thompson, Kathleen Monroe, Nick Anzalone

Agenda Review / Old Business

- Review project summary spreadsheet, new prioritization scheme - 5 min
  - Website update: had a meeting with Evan and Jonathan to discuss comparables and hierarchy. Map/project plan tools, (Roadmaps). Media Releases, information platform for the public. Will go over the website documents to review next meeting.
  - Took a look at the reappointment notices. Caro will take one last look. Adding the Organizational Meeting? Organizational Meeting to elect Representatives. According to Article 30.

- Status update for ongoing projects:
  - press release has not been released yet, looking for the follow-up, getting all of the email addresses for the legislatures
  - Annual Meeting announcements, website intake form - 5 min: will be done this week as it is transferred over from google forms to the website forms or contact forms.

- Reaching out to Essex and Orleans to join the CUD - do we need to help with this? - 5 min, Derby, Charleston, Holland, Jay, and Troy
  - If anyone would like to reach out to others in these counties, they are within our project areas and it would be advantageous for them to be a part of the CUD.
  - Kathleen will reach out to Troy to see if they are interested in joining the CUD.

- Communication Guidelines - 20 min
  - Collaborating with/passing off document to policy committee
  - Answer flagged questions
  - Will take more time

New Business
• Assisting with ground truthing data on underserved/unserved addresses - 15 min
  o The state data may not be as accurate as it could be and is not as helpful as it could be.
  o May need more information to continue. Policy decision for the Executive Committee?
• Response (if any) to 7 Days piece regarding transparency of CUDs - 5 min
  o No response necessary.
• Website: update on next steps - 5 min
• Dividing up committee chair responsibilities for the summer while Carrie is out - 5 min
  o Tasks: making the agenda, moderating meetings, writing monthly report, updating project spreadsheet and sending out action items after each meeting
• Review action items

Adjourn

Action Items

• Website doc
• Press release
• Selectboard reappointment message review
• Website Intake Form