

# NEK Community Broadband Communication Committee Meeting Agenda

July 20, 2021, 4:00 PM - 5:00 PM

## Agenda

- Take Attendance and Approve Minutes from 7\_6\_21

## Old Business

- Select Board Business Plan Meetings update - Nick - 10 minutes
- Survey of outreach methods for GB to complete to go this week - Caro 2 min
- Proposed Logo - Exec. Committee response update & discussion on tag line - not everyone knows what "broadband" means. Do we need to have the word "internet?" Caro 10 minutes
- Internal Q&A document - How do GB members find answers to questions? This idea of one reference document came up in early meetings. Discussion as to need/format. Caro - 10 minutes

## New Business

- ARPA funding has been received. Update and discussion of media release and social media outreach. Christine & Caro - 20 minutes
- Meeting dates: Next on August 10? Every two weeks from there? - Caro - 5 minutes
- Items needed for the next agenda? - Caro - 5 minutes

## Adjourn

## Information on how to access the remote meeting:

By telephone: Dial 1-929 205 6099. When prompted enter the meeting ID:  
<https://zoom.us/j/93813006328>.

By computer: Join the meeting by clicking here :<https://zoom.us/j/93813006328> You may be prompted to enter a meeting ID:<https://zoom.us/j/93813006328>.

By smartphone, tablet, or other device: Join meeting by clicking here:  
<https://zoom.us/j/93813006328>

To ensure smooth access, we recommend that you test your remote meeting software in advance of the meeting. **If you have difficulty accessing the meeting, please call 802-258-0674 or email [clerk@nekbroadband.org](mailto:clerk@nekbroadband.org).**

**Physical Location:** Contact Nick Anzalone: **142 Easter Ave, St Johnsbury, VT 05819**

### **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.