

NEK Community Broadband Communication Committee Meeting Agenda

August 10, 2021, 4:00 PM - 5:00 PM

Agenda

- Review and Approve Minutes from 7_20_21

Old Business

- ARPA Media Release Status - Need a quote from Christine? Help with Distribution needed - Caro 5 minutes
- Survey of outreach methods for GB to complete - Caro still needs to do an introduction. Knowledgeable person about Google forms needs to check to make sure it's ready to send - Is there someone who can do that? - Caro 5 min
- ARPA funding match for website development - Nick 15 minutes
- Instagram format and draft topics review - Caro 15 minutes

New Business

- Washington Electric's most recent newsletter reports they will provide "middle mile." Discussion of the value of helping the public understand terminology.
- 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.**

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.