

# NEK Community Broadband Communication Committee Meeting Agenda

September 7, 2021, 4:00 PM - 5:00 PM

## Agenda


- Review and Approve Minutes from 8\_10\_21

## Old Business

- Survey of outreach methods for GB to complete - Caro (and Carrie if she is available)  
5 minutes

Proposed email introduction: Please help the Communication Committee reach your town's residents in the most effective ways. The survey is short. Please complete it within the next week so that we can integrate your vital information into our planning.

Who will send it and create a spreadsheet capturing the responses?

- Logo & Website development Scope of Work update - Nick 10 minutes
  - Please review this if you have not done so already and make any suggestions in the doc. Please do not edit it directly. You can set the edit "button" in the upper left of the menu to "suggestions."  

- Starlink Survey - second round - status - Mike - 5 minutes

## New Business

- Our new potential partner(s) is the next topic for public sharing - media release, etc.:  
- Christa - 15 minutes
  - Possible executive session.
- MOU with Washington Electric Co-op - Christa - 15 minutes
  - Possible executive session
- 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.