

# NEK Community Broadband Communication Committee Meeting Minutes

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

**Attendees: Christa Shute (ED), Jami Jones (clerk), Caro Thompson (Chair), Carrie Glessner, Mike Gaiss, Kathleen Monroe, Sarah Lyons, Nick Anzalone**

Quorum is 6

- Review and Approve Minutes from 8\_10\_21

**Motion to approve. Motioned: Carrie, Seconded: Kathleen, Carried: (6-0)**

## Old Business

- Survey of outreach methods for GB to complete - Caro (and Carrie if she is available) 5 minutes
  - Christa is preparing a separate survey about town resources. The communications survey will be put off until the week of the 27th
  - Review of the email introduction
- Who will send it and create a spreadsheet capturing the responses?
  - Google forms will prepare the excel spreadsheet. The Committee will review in the October 5th meeting
  - Discussion over adding an email request to the form for follow-up purposes.
  - Survey sending will be put on hold until after the board meeting.
- Logo & Website development Scope of Work update - Nick 10 minutes
  - Nick asked for suggestions on the list of marketing consultants from the Committee and asked for feedback from the Committee this week.
  - Caro- Who will review the responses to the scope of work?
    - Christa- the committee would have a matrix to score the respondents and make a recommendation to the executive committee. The executive committee would approve a contract.
    - Matrix could include: what they are willing to do, examples of work, references
  - Christa- could put the suggestions for marketing consultants to the governing board in the survey.

- Forward the Scope of Work to the Governing Board to see if they know others who may be interested, and cc [rfps@nekbroadband.org](mailto:rfps@nekbroadband.org). Jami will forward the responses on to the committee
- Starlink Survey - second round - status - Mike - 5 minutes
  - No new updates, Mike will resend the survey to the whole committee.

## New Business

- Our new potential partner(s) is the next topic for public sharing - media release, etc.:  
- Christa - 15 minutes
  - The CUD has selected partners for design construction and will be taking a vote on it at the Governing Board meeting, but would like to discuss the communication on the announcement.
- MOU with Washington Electric Co-op - Christa - 15 minutes

**Motion to find that the premature public disclosure of the partnerships and MOU would put the CUD at a substantial disadvantage. Motioned: Nick, Seconded: Kathleen, Carried (6-0)**

**Motion to go into Executive Session 1 VSA 313 B with Christa Shute and Jami Jones to discuss the details of the partnerships and MOUs. Motioned: Nick, Seconded: Kathleen, Carried:(6-0)**

**Motion to Exit Executive Session. Motioned: Nick, Seconded: Kathleen, Carried: (6-0)**

No action was taken in Executive Session.

- Items needed for the next agenda? - Caro - 5 minutes
  - Shared Drive documents from our committee

## Adjourn

**Motion to adjourn. Motioned: Sarah, Seconded: Kathleen, Carried(6-0)**

*Respectfully Submitted,*

*Jami Jones, NEK Broadband, Clerk*