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. 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