

# NEK Community Broadband Communication Committee Meeting Agenda

September 21, 2021, 4:00 PM - 5:00 PM

## Agenda

- Review and Approve Minutes from [9 07 21](#)

## Administrative

- Committee leadership structure and work plan discussion - Caro 15 minutes

## Old Business

- Survey of outreach methods for GB to complete status - Carrie 5 minutes
- Media release re: partners results - Caro 5 minutes
- Logo & Website development Scope of Work - Nick and Caro 20 minutes
  - Process for review of applications
    - Review draft [spreadsheet](#) and matrix for our evaluations - Caro
  - Time frame for final recommendations to be sent to executive committee
- Starlink Survey - second round - status - Mike - 5 minutes

## New Business

- New Shared Drive Structure - ??
- October media release - grants received - Caro 2 minutes
- Items needed for the next agenda? - Caro - 5 minutes
- Email tagline “elevator speech” for Christa

## Adjourn

## 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.