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.

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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.