

NEK Community Broadband

Communication Committee Meeting

Agenda

February 16, 4:00 PM - 5:00 PM

Agenda Review

Old Business

- Review FAQ and Internal Q&A documents, make plan for keeping them updated (15 min)
- Plan for creating communication policies (20 min)
 - What topics/issues should we cover

New Business

- Front Porch Forum subscription (5 min)
- Potential additions to "Communication Committee Project Summaries" (Mike) (5 min)
 - Guidelines for using GB mail list?
 - Monthly EC reports deadlines to keep them visible?
- Sharing Talking Points for Town Meeting document to wider audience (15 min)
 - Press release
 - Spokesperson?
- (If time) Upcoming projects: Social media + Newsletter
- Review action items for next two weeks

Other Business

Adjourn

Information on how to access the remote meeting:

- By telephone: Dial 1-929 205 6099. When prompted enter the meeting ID: 929 688 0711.
- By computer: Join the meeting by clicking here :<https://us02web.zoom.us/j/9296880711>
You may be prompted to enter a meeting ID: 988 4359 3106.
- By smartphone, tablet, or other device: Join meeting by clicking here:
<https://us02web.zoom.us/j/9296880711>

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 christine@nekbroadband.org.**

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.