

NEK Community Broadband

Communication Committee

Meeting Agenda

March 30, 2021, 4:00 PM - 5:00 PM

Agenda

Agenda Review / Old Business

- Review project summary spreadsheet, new prioritization scheme - 5 min
- Status update for ongoing projects: press release, Annual Meeting announcements, website intake form - 5 min
- Reaching out to Essex and Orleans to join the CUD - do we need to help with this? - 5 min
- Communication Guidelines - 20 min
 - Collaborating with/passing off document to policy committee
 - Answer flagged questions

New Business

- Assisting with ground truthing data on underserved/unserved addresses - 15 min
- Response (if any) to 7 Days piece regarding transparency of CUDs - 5 min
- Website: update on next steps - 5 min
- Dividing up committee chair responsibilities for the summer while Carrie is out - 5 min
 - Tasks: making the agenda, moderating meetings, writing monthly report, updating project spreadsheet and sending out action items after each meeting
- Review action items

Adjourn

Information on 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.**

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.