

NEK Community Broadband

Communication Committee

Meeting Agenda

April 27, 2021, 4:00 PM - 5:00 PM

Agenda

Agenda & Project Review

- Review project summary spreadsheet, adjust prioritization - 5 min
- Status update for ongoing projects - 15 min
 - Communication Guidelines
 - ARA email/discussion with EC
 - Quarterly select board updates
 - Outreach to new (non-member) towns
 - Website

Old Business

- Starlink survey - 5 min

New Business

- Yearly schedule of tasks - see Draft Stakeholder Outreach Methods document - 10 min
- Division of labor - what tasks are not covered? What could we ask others to do? - 15 min
- Potential of hiring an assistant to do some tasks - 10 min
- Timing of next meeting (right before GB meeting) - need to change?

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>.

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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.