

## NEK Community Broadband

# Communications Committee Meeting Minutes

January 18, 2021 1-2:30pm

**Attendees: Jami Jones (clerk), Christine Hallquist (Admin), Carrie Glessner, Kathleen Monroe, Caro Thompson, Nick Anzalone (until 2:11pm)**

### Agenda Review-

### Updates-

### New Business-

- Standard Work Process for the committee
  - Discussion on order of meetings, voting for recommendations to the governing board.
  - Discussion on document collaboration tools: Google docs (Gsuite), pros and cons of Slack.
  - How does the Communications Committee come into alignment with what is already in place (i.e. the executive committee, website updates, etc)?
  - The head of the committee will be giving deadlines for participation on documents that need to be considered.
- Review Materials for Town Meeting Day
  - Talking Points- to send to all of the governing board members for the reps to use at their town meetings.
    - A marathon-like task, but the document also needs to be specific and celebratory about the accomplishments.
    - Need to fill in numbers, and look ahead, maintain a high-level communication.
    - Caro will be taking the lead and will be putting that together by the 20th. The committee will review it by the 22nd, and it will be sent by the 25th to the town reps.
  - Summary- Towns would like shorter Reports to be added to their documents.
  - FAQ document- is for the reps to have on hand for the town meetings as a cross-reference (due in march).
  - What should the role of the CUD be?
    - An ongoing discussion with the Governing Board.

- What are the long-term vs. the short-term goals for the CUD and how do we communicate them to others?
- Identify Immediate/Pressing Needs
- Break down mission into specific tasks
  - Christine will send similar policies to the communications committee for review.
  - The policies will be discussed in the next meeting.

### Other Business-

- Schedule next meeting: Tentatively, February 2nd @ 1pm. Carrie will be sending out a poll to the committee to check on the time for the meetings.

### Adjourn (2:14pm)

### Action Items

- Caro will be taking the lead and will be putting that together by the 20th. The committee will review it by the 22nd, and it will be sent by the 25th to the town reps.
- Carrie will be sending out a poll to the committee to check on the time for the meetings.
- Christine will send similar policies to the communications committee.

*Respectfully submitted,*

*Jami Jones, NEK Community Broadband, Clerk*

