

# NEK Community Broadband

## Communication Committee Meeting Minutes

April 13, 2021, 4:00 PM - 5:00 PM

**Attendees:** Jami Jones (clerk), Christine Hallquist (admin), Carrie Glessner, Caro Thompson, Mike Gaiss, Dana Gray (Caledonia Record), Rudy Chase (Governing Board), Nick Anzalone

### Agenda & Project Review

**Motion to amend the agenda to discuss responsibilities for the committee beginning in May. Motioned: Carrie, Seconded: Caro, Carried:(4-0)**

- Review project summary spreadsheet, adjust prioritization - 5 min
- Status update for ongoing projects: press release, Annual Meeting announcement, reaching out to other towns, ground truthing connectivity update - 10 min
- Jami will send out the Selectboard notice before end of day tomorrow.
- Caro sent out the media release and is ready to send it to the legislatures. Will also be sent to the governing board (jami- before end of day tomorrow)
- Towns joining the CUD- set up a spreadsheet to help keep track of the various towns. Communications Committee can put this on pause.
  - Kathleen has been in contact with some people in Troy
- Ground truthing- may be a broader discussion to be brought up with the Executive Committee.
  - Holding off until Christine can devote more time and until we can have further instruction
  - Can utilize the town reps to do the truthing, but need to come up with a procedure to gather the information.
  - Will move to the agenda in June.

### Old Business

- Communication Guidelines - 15 min
  - Collaborating with/passing off document to policy committee
  - Answer flagged questions
- What constitutes discussions and how are we continuing transparency?

- Mission aligned goals: Open Meeting Law- cannot have a discussion with a quorum (going back and forth) without it being warned ahead of time.
- Can resolve questions on documents in a meeting. Marking up the document can flag issues, but not discussions.
- Nick and Carrie will go through the document, present it to the committee and a lawyer.
- Want to wrap up the document by the end of the month

## New Business

- Identifying groups which need outreach - Caro's stakeholder outreach methods doc - 5 min
  - Need more stakeholders. Looking to make easy transitions to the next group of people providing procedure for committees. Corrections were made to the document.
  - Discussion over how the information should be disseminated.
  - Need to think about engaging with the audiences in effective ways that are consistent.
    - Could do more updates, social media pushes, etc. ways we could build capacity? Fund someone to help distribute information quicker?
      - Do we understand the scope and capacity to recommend to the executive committee?
      - Quarterly updates- Christine will send info to Caro, Caro will craft it, mike will proof.
- Website hierarchy/menus and copy writing tasks - 10 min
  - Mike presented an update on the website work.
  - Ground truthing could be put into the website.
  - Email more suggestions to Mike.
- Starlink survey next steps - 5 min
  - Follow-up to the surveys, asking Tech committee to share observations.
  - Plan is to get it out to 53 unique people who responded to the survey with a "best practices" and another set of questions in the future.
- Outreach to Select Boards regarding use of American Rescue Act funds - identify next steps - 10 min
  - Send a message to the select boards, flagging potential risks.
- Review action items

## Adjourn

## Action Items

- Jami will send out the Selectboard notice before end of day tomorrow.
- Caro sent out the media release and is ready to send it to the legislatures. Will also be sent to the governing board (jami- before end of day tomorrow)
- Nick and Carrie will go through the document, present it to the committee and a lawyer.
- Quarterly updates- Christine will send info to Caro, Caro will craft it, Mike will proof.

*Respectfully Submitted,*

*Jami Jones, NEK Broadband, Clerk*

A handwritten signature in black ink, appearing to read "Jami Jones". The signature is written in a cursive style with a long, sweeping underline that extends to the right.