

NEK Community Broadband Communication Committee Meeting Minutes

February 2, 4:00 PM - 5:00 PM

Attendees: Jami Jones (clerk), Christine Hallquist, Carrie Glessner, Caro Thompson, Mike Gaiss, Nick Anzalone, Kathleen Monroe (4:27pm)

Agenda Review

Old Business

- Review process updates made since last meeting: spreadsheet, document titles, document sharing - 10 min
 - In order for there to be less confusion, the communications committee will not be emailing files themselves, but will be putting reference materials into the committee/reference folder and warning the group about the materials in the reference folder.
 - The Communications folder has reduced permissions, and is only accessible to the Communications Committee, Evan, Christine, and Jami
 - Should the Executive Committee be signing off on materials (policies) that will be communicated to the general public? Yes.
 - Suggested another set of folders to be published to the governing board and a “to be approved” folder for the Executive Committee.
 - Understanding open meeting laws and how they impact our committee (Nick) 5 min. It would be helpful to receive materials for the Executive Committee at the beginning of the week of the EC meeting. The Agendas are warned according to state law 48hrs in advance for standard meetings, 24 hrs for emergency meetings. Governing Board Packets are put together by the Monday before the meeting so that it can be sent to the Governing Board by that Tuesday.
 - There was some confusion about the distribution of the materials that we were drafting, which produced more confusion about what was being communicated at the Town Meeting.
 - It may be illegal for people to be communicating separate documents to the town if it is not a formal communication from the CUD, unless it is very clear that it is not an official communication from the CUD. This may have more impact on written communications rather than verbal.
- Review/evaluate process for creating Talking Points - what improvements can be made - 10 min
 - In the meeting packet to receive feedback.
 - Would it be helpful to send out a survey for feedback on the town meetings?
 - The committee would like to make the language congruent to give structure to the documents that we propose
- FAQ document vision/timeline (Mike) - 5 min
 - The FAQ document could be used to stem the questions or “get ahead” of the questions that people may have in the future about plans for the CUD. One version for internal in the CUD or

- external for the public.
- Need to be adding questions to the document as they come in and continue to update and republish as demands.
- What do we want the documents to look like next year? What is the value, commitment and what are the deadlines?
 - For the next two weeks, think about how we will create this conveyor belt of Q&A
 - Updating the website FAQs document
 - Mike will take a look at the current website document to update it for this year and rename the internal version.
 - May be made available in the “Onboarding” Packet?
- Need to have a smaller Executive Member group for approving the quick turnaround of documents for the Communications Committee.

New Business

- Plan for creating communication policies - 20 min
 - Review mission in Charter (below)
 - What are policy types? (internal, external...others?)
 - What policies should be priorities? What do we need the most right now?
 - What is legally required? - Who would like to research?
 - Vermont Cities and Towns may be helpful and informative. However, it was recommended to the committee not to get too tied up by the legalities. Christine will send moderator, open meeting law, and other groups policies to Carrie, such as EC Fiber
 - What should be our process for writing policies? What are next steps?
 - The committee will read the materials that Christine will send out.
- Making future plan of work - 10 min
 - Are there other events (similar to Town Meeting) in the coming months that will require communication pieces?
 - Organizational Meeting is in May
 - Notice to town select boards for reappointment
 - Notice to the governing board for reappointments, purpose of the meeting, and processes.
 - Carrie will add this to the spreadsheet
 - Social Media
 - Policies
 - Future Newsletter
- Review action items for next two weeks

Other Business

Action Items-

- Mike will take a look at the current website document to update it for this year and rename the

internal version.

- Need to have a smaller Executive Member group for approving the quick turnaround of documents for the Communications Committee
- Christine will send moderator, open meeting law, and other groups policies to Carrie, such as EC Fiber

Adjourn

Respectfully Submitted,

Jami Jones, NEK Broadband, Clerk

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