

NEK Community Broadband

Communication Committee Meeting Agenda

October 5, 2021, 4:00 PM - 5:00 PM

Agenda

- Review and Approve Minutes from [9 07 21](#) & 09-21-21

Presentation about CloudFiber - ½ to ½ hour

The purpose is to become familiar with how Crowd Fiber works as a tool for signing up customers and what we will need to do to be successful. The committee members will need to leave before the end of the presentation to attend to our agenda.

Administrative

- Committee leadership structure, meeting frequency and work plan groups - Caro 10 minutes

Old Business

- Logo & Website development next steps - create small working group, determine sequence of the process -
 - Before next meeting, please review two telecom websites on the spreadsheet that will be made available after today's meeting. Our discussion about these points will provide a beginning of creating key points to make with the vendor.
 - CV Fiber <https://cvfiber.net/>, <https://www.maplebbroadband.net/>
 - List five things you like about each home page.
 - List any other elements you find easy to navigate or like for other reasons.

New Business

- New Shared Drive Structure - tabled for another meeting
- Items needed for the next agenda? - Caro - 5 minutes

Adjourn

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 .**

Physical Location: Contact Nick Anzalone: **142 Eastern Ave, St Johnsbury, VT 05819**

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.