

NEK Community Broadband

Communication Committee Meeting Agenda

October 19, 2021, 4:00 PM - 5:00 PM

Agenda

- Review and revise/approve minutes from 10/5/21.

Old Business

- Logo development - Carrie, Christa and Evan are primary team members
- Website development changes and next steps - Caro, Christa and Evan are primary team members.
 - The assignment from last meeting was to review:
 - CV Fiber <https://cvfiber.net/>, and <https://www.maplebroadband.net/>
 - List five things you like about each home page.
 - List any other elements you find easy to navigate.
 - List any elements you find less clear or less appropriate for us.
 - (Change in plan - please send your notes to Caro by Monday, if possible, so she can collate them.)

New Business

- Brainstorming for job description if funding received for a Marketing/Business Development position
 - What are the highest priority tasks for this person to take on?
 - What can/should volunteers continue to do?
- New Shared Drive Structure - Any questions?
- Items needed for the next agenda?

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.