

Communications Committee  
Meeting



Minutes (DRAFT)  
January 28, 2020

Members Present: Chuck Burt (Moretown), David Healy (Calais), Andy Gilbert (Cabot), Dan Jones (Montpelier), Jeremy Matt (Plainfield), Ray Pelletier (Northfield)

The meeting was brought to order by Chuck Burt at 6:30 PM.

\* - Action Items

1. Additions or Changes to the Agenda

- a. Survey data

2. Public comment

- a. No public comment

3. Elections for Committee Positions

- a. Dave moved Chuck Burt as Chair; seconded by Andy. Chuck was unanimously elected as Chair.

4. Plan for Collection of Prior-Existing Letters of Support

- a. Chuck said it was important for future grant applications to gather all of the letters of support for prior applications.
- b. David said he has two letter of support.
- c. Chuck said he would check with Jeremy for others.\*

5. Status Update on Current Communication Channels

- a. Chuck will check with Jeremy for access to Facebook and Twitter accounts. \*
- b. Twitter has been migrated to the new branding.
- c. It was noted that we needed others beside Jeremy to feed social media.
- d. Other channels include Front Porch Forum where we can do so in our official capacity as community delegate.
- e. Other print media to explore includes local newspapers, 7 Day, VTDigger
- f. Dave volunteered to complete a print media list. \*
- g. Chuck to work with Jeremy to establish email lists. \*
- h. CVFiber Website

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Providing Central Vermont residents, businesses, and civic institutions with universal access to a reliable, secure, locally-owned and -governed communications network able to grow to meet future community needs.

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1. Chuck and Jared are updating
2. We need to identify content for the site; need a Governance page
  - a. Dave reported we have a PO Box 28 in E. Calais that should be on the site
3. Discussion around content to include: purpose, strategy, messaging, project status; what we are asking people to do, such as Donate, with an ability to do so
  - i. Discussed what survey data to report; David and Ray volunteered to review and report back. \*
  - j. Web site organization: Chuck, Jeremy, and Dan to recommend
  - k. Need further discussion on Press Releases and creation of an Editorial Calendar.

6. Agreement to Calendar/Places for Meeting

- a. Committee agreed that future meetings should follow the CVFiber Business Development Committee given the overlap of members and their comms support needs

7. Other Business

- a. Andy suggested that the committee make the Governing body aware that the Comms Committee is the source for messaging.

Chuck moved to adjourn. The meeting adjourned at 7:30 PM.