



CVFIBER COMMUNICATIONS COMMITTEE MEETING MINUTES

Virtually on MS Teams

November 30, 2023

Present:

Communication Committee Members: Chuck Burt (Moretown), Linda Gravell (Waterbury), John Walters (Volunteer)

Others Present: Jennille Smith (Executive Director), Olivia Kantyka (Community Relations Manager), David Healy (Delegate, Calais), Bruce Stevenson (Alternate, Middlesex)

Absent: None

Call to order:

Chuck Burt called the meeting to order at 5:01pm.

Additions to the agenda:

None

Public comment

None

Prior Meeting Minutes

MOTION: Chuck, seconded by Linda

To approve the October 19, 2023 Communications Committee meeting minutes as drafted.

No further discussion.

Passed unanimously.

Committee membership update

Chuck mentioned that we are officially down to 4, but shared that John Morris will be stepping back for a couple of months.

Chuck welcomed Bruce Stevenson to the meeting who is interested in joining. Chuck gave an overview of the amount of responsibility and next steps for going to the board.

Chuck asked Jennille to follow up with another interested party, Kathy, about whether she would want to be included as well.

Community Relations Manager update

Olivia walked through a presentation about November happenings. Updates included:

- Middlesex Event at Red Hen / The Local
- November Giveaway - Content generation
- Town Update Pages
- Customer Lifecycle Emails
- Partner Communications Door Hangers
- Promotion of the Affordable Connectivity Program
- Community Memos (potentially monthly) and Mapping
 - A conversation occurred around regions that are held up on construction and how to show them in the mapping. Some ideas were discussed and Olivia will work with Linda on executing them.
- Year-End Update Page for Consumers and Holiday Card
- Website Metrics
- Town Clerk Year End Updates

Adjourned at 5:55 PM.

Respectfully submitted,
Chuck Burt, Chair