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**Northwest VT Communication District  
Communications Subcommittee Meeting  
May 26, 2022 at 6:00 p.m.- Meeting Minutes  
Virtual Zoom Meeting**

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**Attendance:** Sean Kio (ED), Mary Kay Raymond (Ops PM), Chasidy Benjamin (Admin), Ken Millman (Alburgh, Subcommittee Chair), Steve Deal (St. Albans Town), J.R. Cox (Alburgh Village), Emily Grims (Berkshire), Leisa Fearing (North Hero)

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**Welcome, Roll Call, Adjustments to the Agenda**

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Subcommittee Chair K. Millman called the meeting to order at 6:03pm. Followed by a roll call. No adjustments to the agenda.

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**Public Comment**

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No members of the public present, therefore no public comment.

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**Approval of Minutes**

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*K. Millman motioned to approve February 24, 2022, March 24, 2022, and April 28, 2022, minutes. S. Deal seconded. Motion carried.*

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**Subcommittee Chair Election (action needed)**

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*K. Millman nominated himself as subcommittee chair. J.R. Cox seconded. Motion carried.*

**Welcome Franklin Post**

K. Millman provided an update that Franklin Town has decided to join NWCUD. We have updated the map on our website to reflect this and posted on our social media platforms to welcome them to our CUD.

**High Level Updates for "The Worx" Newsletter**

K. Millman stated that we have 119 contacts and 117 subscribers for our newsletter. K. Millman encouraged everyone to share the link for more people to opt into receiving our newsletter.

M.K. Raymond suggested that once we sign our Master Services Agreement, we will want to highlight that in the newsletter, and she will keep Ken updated with high-level design and LiDAR progress as well.

**Stickers**

K. Millman provided an update for our NWFx stickers, our goal is to use them for outreach and education as well as giving us presence at events. K. Millman asked the subcommittee to send him any ideas or slogans they might have for these. We can try to come up with several designs, as this will provide us with a variety of stickers.

**Explainer Video**

K. Millman asked the subcommittee for their thoughts on an explainer video to educate communities on what fiber to home network is. We will need a production budget to successfully accomplish all the various aspects of the video.

47 J.R. Cox stated that it is a valuable idea on social media. J.R. Cox offered that since he is a voice actor he  
48 would be willing to donate a voice for our video to help cut down budget costs.

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50 E. Grims suggested reaching out to the local high schools in the fall to see if they would like to take it on  
51 as a project. This would help reduce cost and engage more people.

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53 L. Fearing suggested that since all the CUDs have the same concept of fiber to home that perhaps we  
54 can get some extra funding from the state to complete the video that all the CUDs will be able to use. K.  
55 Millman stated that once we have our MSA with our retail ISP they might already have one that we  
56 could logo, alternatively they themselves might make one or fund one to be made.

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58 **Board Appreciation Event**

59 M.K. Raymond and C. Benjamin let the subcommittee know of the Board Appreciation Event that NWFX  
60 staff has been planning. It will be June 26, 2022, at Cohen Park Pavilion. All board members and their  
61 families are encouraged to attend so NWFX staff can show their appreciation for all the work the board  
62 does. This will replace the regularly scheduled July Governing Board Meeting.

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64 **Other Business**

65 J.R. Cox asked if there was still interest in doing a show at NW Access TV. K. Millman answered yes that  
66 we are still interested, this has been pushed off for various reasons. K. Millman stated that since we are  
67 so close to getting our MSA signed it would be beneficial to wait until this is complete and do our show  
68 focused on that announcement.

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70 **Adjourn**

71 *E. Grims motioned to adjourn. J.R. Cox seconded. Motion carried.*

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73 Meeting adjourned at 6:57pm.

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